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CITY AND COUNTY OF SAN FRANCISCO
// CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - JANUARY 4, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Rios
Commissioner Uyehara

Excused: Commissioner Munson

Commissioner Donovan presided

DOCUMENTS DEPT.

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MINUTES.

A. Regular Meeting of December 7, 1992.

Action: Approve.

B. Special Meeting of December 14, 1992.

Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



ANNOUNCEMENTS.

Due to the legal holidays which occur in January and February which conflict with Civil Service Commission meeting dates, the Civil Service Commission has adopted the following meeting schedule for January and February 1993:

January 18, 1993: this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.

February 1, 1993: the Commission will meet as scheduled.

February 15, 1993 this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

CLASSIFICATION MATTERS

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar No. 6)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and rate</u> | <u>Recommended Class</u> |
|---------------------------------|---------------------|---|--|
| S.F. Unified School District | 1 | 1952 Purchaser (Sch. 56.8 \$1463B1773) | 1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230) |

November 16, 1992: Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

Action: Over to meeting of February 1, 1993 at the request of the San Francisco Unified School District.

CLASSIFICATION MATTER (cont.)

1247-92 Abolishment of 116 obsolete classes, and deletion of 44 "A" classes. (Calendar Item No. F)

December 7, 1992: 1. Thirty-six (36) classes represented by SEIU over to the meeting of January 4, 1993 at the request of SEIU.

2. Adopt balance of staff report. Abolish 80 classes listed in the staff report. Direct staff to administratively abolish 44 "A" classes.

Action: 1. Rescind action of December 7, 1992 as it pertains to Class 9458 Program Monitor Assistant, City Demonstration Agency. Action to abolish the remaining 79 classes listed in the staff report remains effective.

2. Adopt balance of staff report.

1256-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 263-92/93 | Mayor's Office | S.F. Unified School District, Child Development Program |
| 264-92/93 | Mayor's Office | S.F. Unified School District, School Health Programs |
| 265-92/93 | Mayor's Office | Children's Council of San Francisco |
| 266-92/93 | Mayor's Office | Wu Yee Children's Services |
| 267-92/93 | Mayor's Office | Audrey L. Smith, Child Development Center, Inc. |
| 268-92/93 | Mayor's Office | Economic Opportunity Council |
| 269-92/93 | Mayor's Office | Holy Family Day Home |
| 270-92/93 | Mayor's Office | S.F. Jewish Community Center |

CLASSIFICATION MATTERS (cont.)

1256-92 (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 271-92/93 | Mayor's Office | CAHEED, Inc. |
| 272-92/93 | Mayor's Office | Children's Council of San Francisco |
| 273-92/93 | Mayor's Office | Wu Yee Children's Services |
| 274-92/93 | Mayor's Office | Children's Council of San Francisco |
| 275-92/93 | Mayor's Office | Wu Yee Children's Services |
| 276-92/93 | Mayor's Office | Family Service Agency of San Francisco |
| 277-92/93 | Mayor's Office | Hamilton Family Center |
| 278-92/93 | Mayor's Office | Children's Council of San Francisco |
| 279-92/93 | Mayor's Office | Daycare Consultants |
| 280-92/93 | Mayor's Office | Learning Services of Northern California |
| 281-92/93 | Mayor's Office | Wu Yee Children's Services |
| 282-92/93 | Mayor's Office | Bridges...From School to Work |
| 283-92/93 | Mayor's Office | Central City Hospitality House |
| 284-92/93 | Mayor's Office | Community Educational Services |
| 285-92/93 | Mayor's Office | San Francisco Conservation Corps |
| 286-92/93 | Mayor's Office | Youth Guidance Center Improvement Committee |
| 287-92/93 | Mayor's Office | Visitacion Valley Community Center |

CLASSIFICATION MATTERS

1256-92 (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 288-92/93 | Mayor's Office | Operation Contract, Inc. |
| 289-92/93 | Mayor's Office | RAP, Inc. |
| 290-92/93 | Mayor's Office | Camp Fire Boys & Girls |
| 291-92/93 | Mayor's Office | Mission Reading Clinic |
| 292-92/93 | Mayor's Office | San Francisco Educational Services, Inc. |
| 293-92/93 | Mayor's Office | Center of Juvenile and Criminal Justice |
| 294-92/93 | Mayor's Office | Asian Perinatal Advocates/Volunteers of SFGH |
| 295-92/93 | Mayor's Office | Easter Seal Society of San Francisco |
| 296-92/93 | Mayor's Office | Northern California Service League |
| 297-92/93 | Mayor's Office | Teenage Pregnancy and Parenting Project |
| 298-92/93 | Mayor's Office | California Lawyers for the Arts |
| 299-92/93 | Mayor's Office | Girls Leadership Project of San Francisco |
| 300-92/93 | Mayor's Office | Horizons Unlimited of San Francisco |
| 301-92/93 | Mayor's Office | Donaldina Cameron House |
| 302-92/93 | Mayor's Office | Lavender Youth Recreation Information Center |

CLASSIFICATION MATTERS

1256-92 (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|--|
| 303-92/93 | Mayor's Office | Mission Youth Soccer League |
| 304-92/93 | Mayor's Office | San Francisco Unified School District, School Health Programs CHDP Health Worker |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Uyehara excused from voting on Contracts Numbers 263-92/93 and 264-92/93 by vote of the other Commissioners pursuant to Charter Section 3.500.) | |

1257-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|----------------------------------|
| 305-92/93 | Airport | Seton Medical Center |
| 306-92/93 | Airport | To be determined |
| 307-92/93 | Airport | Cohrssen Environmental, Inc. |
| 308-92/93 | Airport | Honeywell, Inc. |
| 309-92/93 | Airport | MTK Publications/ Communications |
| 310-92/93 | Airport | Tracor Applied Sciences |
| 311-92/93 | Airport | AGS, Inc., Consulting Engineers |
| 312-92/93 | Arts Commission | Gary Dwyer |
| 313-92/93 | Arts Commission | Wang Po Shu |
| 314-92/93 | Arts Commission | Rene Yung |

CLASSIFICATION MATTERS

1257-92 (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|---|
| 315-92/93 | City Planning | Nelson/Nygaard Assoc. |
| 316-92/93 | Civil Service Commission | George Gaglini, Management Development Associates |
| 317-92/93 | San Francisco Community College District | KH Consulting Group |
| 318-92/93 | San Francisco Community College District | Testing and Technology Environmental Services |
| 319-92/93 | San Francisco Community College District | Reid and Tarics, Associates |
| 320-92/93 | San Francisco Community College District | Logan Hopper Associates |
| 321-92/93 | Controller | Pro-Data dba Pro-Star |
| 322-92/93 | Human Rights Commission | Project Sentinel |
| 323-92/93 | Mayor's Office | Legal Services for Children |
| 324-92/93 | Mayor's Office | Central City Hospitality House |
| 325-92/93 | Mayor's Office | Chinatown Youth Services |
| 326-92/93 | Mayor's Office | San Francisco Educational Services |
| 327-92/93 | Mayor's Office | Morrisania West |
| 328-92/93 | Mayor's Office | Chinatown Youth Center |
| 329-92/93 | Mayor's Office | Bayview Hunter's Point Foundation |
| 330-92/93 | Mayor's Office | Real Alternatives Program, Inc. |
| 331-92/93 | Mayor's Office | O.M.I. Pilgrim Community Center |

CLASSIFICATION MATTERS (cont.)

1257-92 (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 332-92/93 | Mayor's Office | Visitacion Valley Community Center |
| 333-92/93 | Mayor's Office | Potrero Hill Neighborhood House |
| 334-92-93 | Mayor's Office | Ella Hill Hutch Community Center |
| 335-92/93 | Mayor's Office | Bay Area Urban League |
| 336-92/93 | Mayor's Office | San Francisco SAFE |
| 337-92/93 | Port | Economic and Planning System |
| 338-92/93 | Public Health | Asian American Recovery Services |
| 339-92/93 | Public Health | Bayview Hunters Point Foundation |
| 340-92/93 | Public Health | Damon Clinical Laboratories |
| 341-92/93 | Public Health | Eighteenth Street Services |
| 342-92/93 | Public Health | Filipino Task Force on AIDS |
| 343-92/93 | Public Health | Haight Ashbury Free Clinic |
| 344-92/93 | Public Health | UCSF AIDS Health Project |
| 345-92/93 | Public Health | UCSF Urban Health Study |
| 346-92/93 | Public Health | Westside Community Mental Health Center |
| 347-92/93 | Public Health | DSA Medical, Inc./International Cancer Screening Laboratories |
| 348-92/93 | Public Health | Planned Parenthood of Alameda/San Francisco |

CLASSIFICATION MATTERS (cont.)

1257-92 (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------------------|--|
| 349-92/93 | Public Health | American Lung Assn. of Contra Costa/Solano |
| 350-92/93 | Public Health | Polaris Research and Development |
| 351-92/93 | Public Health | Instituto Familiar de la Raza |
| 352-92/93 | Public Health | Women's Institute for Mental Health, Inc. |
| 353-92/93 | Public Health | MedCal Data Systems, Inc. |
| 354-92/93 | Public Utilities Commission | James M. Montgomery Consulting Engineers |
| 355-92/93 | Public Works | Brighter Images |
| 356-92/93 | Public Works | Harding Lawson Associates |
| 357-92/93 | Public Works | Roger Foott Associates |
| 358-92/93 | Public Works | Camp Dresser and McKee, Inc. |
| 359-92/93 | Public Works | Baseline Environmental Consulting |
| 360-92/93 | Public Works | Geo/Resource Consultants, Inc. - Geotechnical Consultants, Inc. |
| 361-92/93 | Public Works | Softdig Underground Services, Inc. |
| 362-92/93 | Public Works | Miller Pipeline Corporation |
| 363-92/93 | Real Estate | Flack and Flack |
| 364-92/93 | Recreation and Park | Interguest Investigations, Inc. |

CLASSIFICATION MATTERS

1257-92 (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|--------------------------------|
| 365-92/93 | Social Services | Community Housing Partnership |
| 366-92/93 | Social Services | Central City Hospitality House |
| Action: | 1. Contract Number 306-92/93 off calendar at the request of the Airports Commission. 2. Adopt balance of staff report; notify the offices of the Controller and the Purchaser. | |

1258-92 Classification of positions in various City departments.
(Calendar Item No. D)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-------------------|-----------------|---|--|
| Parking & Traffic | 1 | A098 Financial Officer (J,SC \$1985B2412) | 1824 Principal Administrative Analyst (Sch. 64.7 \$2145B2607) |
| Public Health | 1 | 1428 Unit Clerk (Sch. 51.1 \$1114B1349) | Same |
| Public Works | 1 | 2825 Sr. Health Educator (Sch. 61.8 \$1862B2264) | Same, amend specification for Class 2825 Sr. Health Educator. |
| | 1 | A572 Chief Bureau of Engineers (Sch. 73.2 \$3248B3948) | Retitle and amend the class specification for Class 5124 City Architect to Bureau Manager, DPW. (Sch. 73.2 \$3248B3948) Classify one position to the amended class. |

CLASSIFICATION MATTERS

1258-92 (cont.)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-------------------|---------------------|--|---|
| Airport | 2 | 1450 Executive Secretary I (Sch. 53.7 \$1261B1528) | 1452 Executive Secretary II (Sch. 54.7 \$1323B1603) |

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATIONS

| <u>Existing Class and Rate</u> | <u>Recommendation</u> |
|---|---|
| 1132 Recorder (Sch. 67.7 \$2483B3018) | 1132 County Clerk-Recorder |
| 1133 Chief Deputy Recorder (Sch. 60.6 \$1756B2135) | 1133 Assistant County Clerk-Recorder |

These actions are to accurately reflect the scope of responsibilities and the transfer of functions from the Office of the County Clerk to the Office of the Recorder as a result of the June 2, 1992 San Francisco Charter Amendment (Proposition F).

Action: Adopt staff report.

1259-92 Classification of various positions under the "Express Position Classification Program." (Calendar Item No. E)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Title</u> | <u>Recommended Class</u> |
|------------------------------------|---------------------|--------------------------------------|------------------------------|
| District Attorney | 1 | 8306 Senior Deputy Sheriff | Same |
| S.F. Community College District | 1 | 1446 Secretary II | Same |
| Airport | 1 | 5219 Senior Structural Engineer | Same |
| | 1 | 5247 Associate Sanitary Engineer | Same |
| Airport | 1 | 7328 Operating Engineer Universal | Same |

CLASSIFICATION MATTERS

1259-92 (cont.)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Title</u> | <u>Recommended Class</u> |
|-----------------------------|---------------------|---|------------------------------|
| | 2 | 7334 Stationary Engineer | Same |
| | 1 | 7372 Stationary Engineer, Sewage Plant | Same |
| | 1 | 7373 Senior Stationary Engineer, Sewage Plant | Same |
| Human Rights Commission | 1 | 2992 Contract Compliance Officer I | Same |
| | 1 | 2996 Representative, Human Rights Commission | Same |
| Public Utilities Commission | 1 | 5602 Associate Civil Engineer | Same |
| Public Works | 2 | 5204 Assistant Civil Engineer | Same |
| | 2 | 5206 Associate Civil Engineer | Same |
| | 1 | 5222 Assistant Water Purification Engineer | Same |
| | 2 | 5252 Assistant Mechanical Engineer | Same |
| | 1 | 5364 Civil Engineering Associate I | Same |
| | 1 | 5366 Engineering Associate II | Same |
| | 1 | 6318 Construction Inspector | Same |
| | 3 | 6333 Senior Building Inspector | Same |
| | 1 | 7252 Chief Stationary Engineer, Sewage Plant | Same |
| | 4 | 7336 Electronic Instrumentation Tech., WPC | Same |

CLASSIFICATION MATTERS

1259-92 (cont.)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Title</u> | <u>Recommended Class</u> |
|-------------------|---------------------|--|------------------------------|
| Public Works | 1 | 7373 Senior Stationary Engineer, Sewage Plant | Same |
| | 2 | 7449 Sewer Service Worker | Same |
| | 1 | 8207 Building and Grounds Patrol Officer | Same |

Action: Adopt staff report.

1260-92 Review of request for approval of proposed personal services contract. (Calendar Item No. C)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|--------------------------|
| 367-92/93 | Civil Service Commission | Personnel Concepts, Inc. |

Action: Adopt staff report; notify the offices of Controller and the Purchaser.

COMPENSATION MATTERS

2271-92 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar File No. 10)

November 16, 1992: Over to the meeting of December 7, 1992 by Commission action.

December 7, 1992: 1. Request for supervisory differential adjustments for the Public Utilities Commission over to the meeting of January 4, 1993 at the request of staff.

2. Adopt balance of staff report; approve supervisory differential adjustments; notify departments accordingly.

Action: Over to the meeting of February 1, 1993 at the request of the Public Utilities Commission.

COMPENSATION MATTERS (cont.)

2284-92 Appeal of the decision of the General Manager, Personnel to deny assault pay by William Bruner. (Calendar Item No. 7)

Action: Over to the meeting of February 1, 1993 by Commission action.

2302-92 Pay Equity Report for Fiscal Year 1993-94. (Calendar Item No. 9)

Action: Adopt staff report; forward to the Mayor and the Board of Supervisors.

2306-92 Salary Standardization - Fiscal Year 1993-94. (Calendar Item No. 8)

Action: Adopt staff report; post for two weeks, forward to the Board of Supervisors.

2308-92 Request for appointments above the entrance rate for various employees. (Calendar Item No. G)

| <u>NAME AND CLASS</u> | <u>STEP DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>RECOMMENDED</u> |
|--|----------------------------|---------------------------|--------------------|
| David Cefalu 1818 MIS Specialist II | Airport | 4 | 4 |
| Dr. Emily Sano 3588 Deputy Director and Chief Curator | Asian Art Museum | 5 | 5 |
| Percy Grant 2587 Health Worker III | Public Health | 2 | 2 |
| Thomas H. Rivard 6122 Sr. Environmental Health Inspector | Public Health | 3 | 3 |
| Lela Harris 8162 Rent Board Hearing Officer | Rent Board | 3 | 3 |
| Patrick Sha 4226 Chief Auditor | Treasurer | 5 | 5 |

COMPENSATION MATTERS

2308-92 (cont.)

| <u>NAME AND CLASS</u> | <u>STEP DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>RECOMMENDED</u> |
|--|----------------------------|---------------------------|--------------------|
| Phyllis Buettner 1218 Payroll Supervisor | Controller | 4 | 4 |

Action: 1. Request for appointment above the entrance rate for Patrick Sha over the meeting of February 1, 1993.
2. Adopt balance of staff report.

2309-92 Request for Supervisory Differential Adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 1)

Action: Adopt staff report; approve supervisory differential adjustments; notify the departments accordingly.

EXAMINATION MATTERS

3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 13)

November 2, 1992: Over to the meeting of December 7, 1992 at the request of Keeve's Attorney.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's Attorney.

Action: Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department.

3237-92 Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (Calendar Item No. 14)

Action: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

IN-SERVICE MATTERS

6741-921 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. L)

December 7, 1992:

1. Requests for Exceptions to the Order of Layoff for the San Francisco Public Library over to the meeting of January 4, 1993 at the request of Local 790.
2. Adopt balance of staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

Action: Over to the meeting of February 1, 1993 at the request of the San Francisco Public Library.

6889-92 Approval of departmental affirmative action plans. (Calendar Item No. K)

Action: Adopt staff report.

1. Approve completed departmental affirmative action plans.
2. Notify departments that have not completed affirmative action plans to complete and submit them by January 15, 1993.

6890-92 Proposed Amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02 (B)(1), to provide for the accrual of sick leave with pay credits for specified periods while on furlough or on voluntary unpaid time off. (Calendar Item No. N)

Action: Post for adoption; forward to the Mayor's Employee Relations Division for meet and confer with recognized employee organizations.

IN-SERVICE MATTERS (cont.)

6911-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. M)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6912-92 Status Rights for Betty Hon in Class 1630 Account Clerk, San Francisco Unified School District. (Calendar Item No. J)

Action: Grant permanent status to Betty Hon to a permanent position in Class 1630 Account Clerk, San Francisco Unified School District, subject to serving a six-month entrance probationary period. (Commissioner Uyehara excused from voting on this issue by vote of the other Commissioners pursuant to Charter Section 3.500.)

6919-92 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8434 Supervising Probation Officer from six (6) months to twelve (12) months. (Calendar Item No. 0)

Action: Post for adoption.

6925-92 Appeal of the decision of the General Manager, Personnel by Robert John Lieber to restrict future employability. (Calendar Item No. 11)

Action: Adopt staff report. Deny the appeal of Robert John Lieber; sustain the decision of the General Manager, Personnel.

6926-92 Ratification of Personnel Actions of the General Manager, Personnel pursuant to the provisions of the Charter Section 3.501 for the period from October 1, 1992 to December 31, 1992. (Calendar Item No. H.)

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 4, 1993

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeffrey Bourdon, 1468 Water Services Clerk, 7/E-5, Public Utilities Commission, San Francisco Water Department, 11/21/92. (Calendar Item No. 20)

Action: Over to the meeting of February 1, 1993 at Mr. Bourdon's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Walter Corbin, 1924 Materials and Supplies Supervisor, 4/CPE-4, Juvenile Probation Department, Administration Office, 11/17/92. (Calendar Item No. 19)

Action: Over to the meeting of February 1, 1993 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Lenward Crease, 2716 Custodial Assistant Supervisor, 6/HOP-1, Juvenile Probation Department, Administration Office, 11/13/92. (Calendar Item No. 16)

December 7, 1992: Over to the meeting of January 4, 1993 at the request Local 790. Mr. Crease has agreed to the stipulation that he is ineligible for backpay in the event the Commission rules in his favor.

Action: Approve. Reinstate to a position in class from which promoted (Class 2708 Custodian) subject to a new entrance probationary period. Cancel current examination and eligibility status in Class 2716 Custodial Assistant Supervisor and Class 2718 Custodial Supervisor I.

Not to be employed again by the Juvenile Probation Department.

APPEAL OF AUTOMATIC RESIGNATION

Sandra Holmes, 1424 Clerk Typist, 3/E-284, Public Utilities Commission, San Francisco Municipal Railway, 9/21/92. (Calendar Item No. 18)

Action: Over to the meeting of February 1, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Carol Laster, 1202 Personnel Clerk, 48/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 10/30/92. (Calendar Item No. 21)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

APPEAL OF AUTOMATIC RESIGNATION

Eduardo C. Manuel, 1220 Payroll Clerk, 70/CPE-1, San Francisco Unified School District, 10/9/92. (Calendar Item No. 17)

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Local 790.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District. (Commissioner Uyehara excused from voting on this issue by vote of the other Commissioners pursuant to Charter Section 3.500.)

RESIGNATION - SERVICES UNSATISFACTORY

Lola Pettit, 2494 Staff Radiologic Technologist, 16/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 10/14/92. (Calendar Item No. 22)

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Local 790.

Action: Accept the resignation as certified. Not to be employed again by the Department of Public Health.

COMMISSIONERS NEW BUSINESS . (Calendar Item No. 23)

None.

GENERAL MANAGER'S REPORT. (Calendar Item No. 24)

A. Preliminary Review of Civil Service Department
Budget Request, Fiscal Year 1993-94.

Report Given.

B. Report of Activity of Civil Service Department,
July to December 1992.

Report Given.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 25)

None.

ADJOURNMENT. (Calendar Item No. 26)



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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

14 MINUTES OF MEETING

REGULAR MEETING - FEBRUARY 1, 1993

PART I - 2 p.m.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara (Items Missed: 24 and 26)

Excused: Commissioner Rios

Commissioner Donovan presided

MINUTES.

A. Regular Meeting of January 4, 1993.

Action: Approve.

B. Special Meeting of January 12, 1993.

Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



ANNOUNCEMENTS.

A. Due to the President's Day Holiday on February 15, 1993 which conflicts with the Civil Service Commission meeting date, the Civil Service Commission has cancelled the meeting of February 15, 1993.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

B. Executive Session, January 12, 1993.

The Civil Service Commission met in closed session on Tuesday, January 12, 1993 at 5:00 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California regarding a personnel matter.

Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara.

No action was taken.

C. Executive Session, February 1, 1993.

The Civil Service Commission met in closed session on Monday, February 1, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6, 54956.9 and 54957 of the Government Code of the State of California regarding labor relations, potential litigation and personnel issues.

Present were Commissioners Donovan, Mickins, Munson and Uyehara.

The Commission instructed its Chief Labor Negotiator regarding the labor relations issue.

Additionally, the Civil Service Commission instructed its Chief Labor Negotiator that it continues to reject any proposal for mutual selection of hearing officers pursuant to Charter Section 8.341 which does not include mutual payment of costs associated with the appeal hearing (Vote of 4 to 0).

The City Attorney advised the Commission regarding the potential litigation issue.

The Commission recessed its Executive Session to 4 p.m. and then again recessed its Executive Session to Thursday, February 4, 1993.

CLASSIFICATION MATTERS

1005-93 Classification of positions in various City departments.
(Calendar Item No. B)

| <u>Department</u> | <u>No.</u> <u>Pos.</u> | <u>Budgeted Class</u> <u>and Rate</u> | <u>Recommended</u> <u>Class</u> |
|---|---------------------------|--|--|
| SF Community College District | 1 | 1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267) | Same |
| Public Utilities Commission/ Hetch Hetchy | 1 | A988 Safety Analyst (\$2156B2621) | 6130 Safety Analyst (Sch. 64.8 \$2156B2621) |
| Public Utilities Commission | 1 | 5212 Principal Engineer (Sch. 71.1 \$2933B3566) | Same |
| | 1 | 7337 Maintenance Machinist Assistant Supervisor (Sch. 61.7 \$1853B2252) | Same |

ABOLISH THE FOLLOWING OBSOLETE CLASSIFICATION:

| <u>Class and Title</u> | <u>Recommendation</u> |
|------------------------|--|
| 1142 County Clerk | Class 1132 County Clerk-Recorder was recently amended to encompass these duties, therefore this class is no longer required. |

Action: Adopt staff report.

1006-93 Classification of various positions under the "Express Position
Classification Program." (Calendar Item No. C)

| <u>Department</u> | <u>No.</u> <u>Pos.</u> | <u>Budgeted Class</u> <u>and Title</u> | <u>Recommended</u> <u>Class</u> |
|-------------------|---------------------------|---|------------------------------------|
| Airport | 1 | 1426 Senior Clerk Typist | Same |
| | 2 | 5209 Industrial Engineer | Same |
| | 1 | 5230 Traffic Engineer | Same |
| PUC/Water | 1 | 3424 Pest Control Specialist | Same |

CLASSIFICATION MATTERS (cont.)

1006-93
(cont.)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Title</u> | <u>Recommended Class</u> |
|-------------------|-----------------|---------------------------------|--------------------------|
| Public Works | 1 | 1452 Executive Secretary II | Same |
| | 1 | 5210 Senior Civil Engineer | Same |
| | 1 | 5248 Sanitary Engineer | Same |

Action: Adopt staff report.

1007-93 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 369-92/93 | Airport | Chang Communications |
| 370-92/93 | Airport | Polaris Research & Development |
| 371-92/93 | Assessor | Maxima Corporation |
| 372-92/93 | CAO | Barnes Clarke, Inc. |
| 373-92/93 | CAO | Sanford King Rosen |
| 374-92/93 | Controller | Mastech Corporation |
| 375-92/93 | Controller | Tri-Pacific Consulting |
| 376-92/93 | Electricity | KEY Resources, Inc. |
| 377-92/93 | Parking & Traffic | The Budget Analyst - A Joint Venture |
| 378-92/93 | Public Health | Wu Yee Children's Service |
| 379-92/93 | Public Health | Westside Community Mental Health Center, Inc. |
| 380-92/93 | Public Health | S.F. AIDS Foundation |
| 381-92/93 | Public Health | Castle Rock Consulting Group |
| 382-92/93 | Public Health | Multicultural Training Resource Center |

CLASSIFICATION MATTERS (cont.)

| <u>1007-93 (cont.)</u> | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|----------------------------|---------------|-----------------------------|---|
| | 383-92/93 | Public Health | S.F. AIDS Foundation |
| | 384-92/93 | Public Health | Instituto Familiar de la Raza |
| | 385-92/93 | Public Health | Haight Ashbury Free Medical Clinics, Inc. |
| | 386-92/93 | Public Health | Coalition for Immigrant and Refugee Rights and Services |
| | 387-92/93 | Public Health | California AIDS Intervention Training Center |
| | 388-92/93 | Public Health | Fit Beza |
| | 389-92/93 | Public Health | UCSF/SFGH |
| | 390-92/93 | Public Utilities Commission | Washington & Christian |
| | 391-92/93 | Public Utilities Commission | Hooper, Hooper & Owen |
| | 392-92/93 | Public Utilities Commission | Archaeological Services, Inc. |
| | 393-92/93 | Public Utilities Commission | Bechtel Corporation |
| | 394-92/93 | Public Utilities Commission | Brown, Vence & Associates |
| | 395-92/93 | Public Utilities Commission | Camp Dresser and McKee, Inc. |
| | 396-92/93 | Public Utilities Commission | Harding Lawson, Inc. |
| | 397-92/93 | Public Works | Red Cross |
| | 398-92/93 | Public Works | Learner & Nathan |
| | 399-92/93 | Public Works | Del Campo & Maru |
| | 400-92/93 | Public Works | Structural Design Engineers |

CLASSIFICATION MATTERS (cont.)1007-93
(cont.)

| | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--|---------------|-------------------|---|
| | 401-92/93 | Public Works | Pete O. Lapid, Inc. in association with J.Y.A. Consulting Engineers, Inc. |
| | 402-92/93 | Public Works | Structural Design Engineers |
| | 403-92/93 | Public Works | Pete O. Lapid, Inc. in association with J.Y.A. Consulting Engineers, Inc. |
| | 404-92/93 | Public Works | AGS, Inc. Consulting Engineers |
| | 405-92/93 | Public Works | Roger Foote Associates, Inc. |
| | 406-92/93 | Public Works | Treadwell and Rollo, Inc. |
| | 407-92/93 | Public Works | Provenzano and Associates, Inc. |
| | 408-92/93 | Public Works | Geotechnical Consultants Inc. |
| | 409-92/93 | Public Works | Geo/Resource Consultants Inc. |
| | 410-92/93 | Public Works | T A C |
| | 411-92/93 | Public Works | Ace Pacific Co. |
| | 412-92/93 | Public Works | Trans Pacific Geotechnical Consulting, Inc. Geomatix Consulting, Inc. JV |
| | 413-92/93 | Public Works | Dames and Moore, Inc. |
| | 414-92/93 | Public Works | T.Y. Lin/GKO Associates |
| | 415-92/93 | Public Works | JRP Historical Consulting |
| | 416-92/93 | Purchasing | Randy Stauffer dba Unlimited Access |
| | 417-92/93 | Real Estate | Clifford Associates |
| | 418-92/93 | Sheriff | Jay Rice |

CLASSIFICATION MATTERS (cont.)

| 1007-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|----------------------------------|
| | 419-92/93 | Social Services | Conrad House, Inc. |
| | 420-92/93 | Police | Chinatown Youth Center |
| | 421-92/93 | Police | Knox Associates |
| | 422-92/93 | Public Library | Friends of the SF Public Library |
| | 423-92/93 | Public Library | Friends of the SF Public Library |

Action:

1. Contract 410-92/93 and 411-92/93 over to the meeting of March 1, 1993.
2. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar Item No. 6)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|------------------------------|---------------------|---|---|
| S.F. Unified School District | 1 | 1952 Purchaser (Sch. 56.8 \$1463B1773) | 1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230) |

November 16, 1992: 1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.

Action: Over to the meeting of March 15, 1993 at the request of Local 21.

COMPENSATION MATTERS

2009-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. F)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2010-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. E)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|----------------------------------|-----------------------|-------------------------|
| Donald Mayeda 1226 Chief Payroll and Personnel Clerk | Controller | 5 | 5 |
| Sylvia Herrera 1424 Clerk Typist | Public Health | 5 | 5 |
| Deborah Chan 1874 Senior Program Analyst | Public Health | 4 | 4 |
| Larry Woodside 1819 MIS Specialist III | Public Health | 4 | 4 |
| Yuk King Chung 1424 Clerk Typist | SF Community College District | 5 | 5 |
| Richard Newirth 1565 Assistant Director, Arts Commission | Arts Commission | 3 | 3 |
| Brian Cahill 2974 General Manager, Social Services | Social Services | 4 | 4 |
| Jayne Matsui 1874 Senior Programmer Analyst | Controller | 5 | 5 |

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2271-92 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. 7)

November 16, 1992: Over to the meeting of December 7, 1992 by Commission action.

December 7, 1992:

1. Request for supervisory differential adjustments for the Public Utilities Commission over to the meeting of January 4, 1993 at the request of staff.
2. Adopt balance of staff report; approve supervisory differential adjustments; notify departments accordingly.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of the Public Utilities Commission.

Action: Adopt staff report; approve supervisory differential adjustments; notify department accordingly.

2284-92 Appeal of the decision of the General Manager, Personnel to deny assault pay by William Bruner. (Calendar Item No. 8)

January 4, 1993: Over to the meeting of February 1, 1993 by Commission action.

Action: Adopt staff report; deny appeal of William Bruner.
(Vote of 3 to 1: Commissioner Uyehara dissents.)

2308-92 Request for appointment above the entrance rate for Patrick Sha.
(Calendar Item No. D)

January 4, 1993: Request for appointment above the entrance rate for Patrick Sha over to the meeting of February 1, 1993.

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|-----------------------------------|-------------------|-----------------------|-------------------------|
| Patrick Sha 4226 Chief Auditor | Treasurer | 5 | 5 |

Action: Adopt staff report.

EXAMINATION MATTERS

3181-92 Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (Calendar Item No. L)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

November 16, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

Action: Over to the meeting of March 15, 1993 at Mr. Kendall's request.

3237-92 Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (Calendar Item No. 13)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

Action: Off calendar at the request of the San Francisco Police Department.

3508-93 Appeal of rejection on preliminary background investigation for Class 9209 Airport Police Service Aide by Marvin C. Epting. (Calendar Item No. 14)

Action: Adopt staff report; deny appeal of Marvin C. Epting. (Mr. Epting failed to appear.)

IN-SERVICE MATTERS

4022-93 Report on a survey of public sector jurisdiction's bilingual waiver procedures and review of Civil Service Commission bilingual guidelines. (Calendar Item No. K)

Action: Adopt staff report.

4023-93 Appeal of the decision of the General Manager, Personnel to authorize two provisional appointments in Class 1956 Senior Purchaser, Purchasing Department. (Calendar Item No. 9)

Action: Adopt staff report. Deny the appeal of JoAnne Lawrence of Local 21; sustain the decision of the General Manager, Personnel.

IN-SERVICE MATTERS (cont.)

4088-93 Report by the Controller on the Performance Audit of the Civil Service Department. (Calendar Item No. 11)

Action: Accept.

4089-93 Proposed amendments to various sections of Civil Service Commission Rule 6 - Separation Hearings and Procedures, to conform with Charter Section 8.341 - Removal or Discharge of Permanent, Non-Probationary Employees as amended by Proposition E (November 1991 Election). (Calendar Item No. G)

Action: Off calendar by Commission action.

4090-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. J)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4099-93 Approval of departmental affirmative action plans of the Retirement System, the Office of the Treasurer and the Tax Collector and status report on departmental plans that are not completed. (Calendar Item No. 10)

Action: Adopt staff report.

1. Approve completed departmental affirmative action plans of the Retirement System, the Office of the Treasurer and the Tax Collector.
2. Notify departments that have not completed affirmative action plans - City Planning, District Attorney, Fine Arts Museum - to appear before the Civil Service Commission on March 1, 1993 to explain reasons for non-compliance.

4100-93 Civil Service Commission Budget Request, for Fiscal Year 1993-94. (Calendar Item No. 26)

Action: Approve; forward to the Office of the Mayor.

IN-SERVICE MATTERS (cont.)

6741-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. I)

December 7, 1992:

1. Requests for Exceptions to the Order of Layoff for the San Francisco Public Library over to the meeting of January 4, 1993 at the request of Local 790.
2. Adopt balance of staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

January 4, 1993:

Over to the meeting of February 1, 1993 at the request of the San Francisco Public Library.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualification or skills.

6890-92

Proposed Amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02 (B)(1), to provide for the accrual of sick leave with pay credits for specified periods while on furlough or on voluntary unpaid time off. (Calendar Item No. H)

January 4, 1993:

Post for adoption; forward to the Mayor's Employee Relations Division for meet and confer with recognized employee organizations.

Action:

Adopt. Forward to the Board of Supervisors. This Rule change will not be applicable to members of the Transport Workers Union pending completion of the meet and confer process.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 1, 1993

APPEAL OF AUTOMATIC RESIGNATION

Christine T. Bell, 3204 Swimming Pool Cashier, 10/CPE-2, Recreation and Park Department, 9/4/92. (Calendar Item No. 18)

October 19, 1992: Over to the meeting of November 16, 1992 at Ms. Bell's request.

November 16, 1992: Over to the meeting of December 7, 1992 at the joint request of the Recreation and Park Department and Local 790.

December 7, 1992: Over to the meeting of February 1, 1993 at the joint request of the Recreation and Park Department and Local 790.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeffrey Bourdon, 1468 Water Services Clerk, 7/E-5, Public Utilities Commission, San Francisco Water Department, 11/21/92. (Calendar Item No. 24)

January 4, 1993: Over to the meeting of February 1, 1993 at Mr. Bourdon's request.

Action: Over to the meeting of March 1, 1993 by Commission action.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92. (Calendar Item No. 23)

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

December 7, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

Action: Over to the meeting of March 1, 1993 at the request of the Medical Examiner's Office.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Walter Corbin, 1924 Materials and Supplies Supervisor, 4/CPE-4, Juvenile Probation Department, Administration Office, 11/17/92. (Calendar Item No. 25)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Local 790.

Action: Dismiss from the City and County Service. Return name to the eligible list from which appointed (Class 1924 Materials and Supplies Supervisor). Not to be employed again by the Juvenile Probation Department.

APPEAL OF AUTOMATIC RESIGNATION

Myles E. Dixon, 2806 Disease Control Investigator, 10/E-12, Department of Public Health, Bureau of Epidemiology and Disease Control, 7/10/92. (Calendar Item No. 17)

August 17, 1992: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity and Affirmative Action Division.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

Michael Frudakis, 8214 Parking Control Officer, Department of Parking and Traffic, 11/1/92. (Calendar Item No. 22)

Action: Over to the meeting of March 1, 1993 due to tie vote of the Civil Service Commission.

TERMINATION OF LIMITED TENURE APPOINTMENT

Dennis Hendricks, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 10/5/92. (Calendar Item No. 16)

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized alcohol and/or drug rehabilitation program.

APPEAL OF AUTOMATIC RESIGNATION

Sandra Holmes, 1424 Clerk Typist, 3/E-284, Public Utilities Commission, San Francisco Municipal Railway, 9/21/92. (Calendar Item No. 19)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Local 790.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

Steve E. Labanowski, 7344 Carpenter, 117/E-11, Department of Public Works, 12/17/92. (Calendar Item No. 20)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Works.

APPEAL OF AUTOMATIC RESIGNATION

Raymond E. Williams, Sr., 7219 Maintenance Estimator and Scheduler, 2/HOP-2, Public Utilities Commission, San Francisco Municipal Railway, 12/8/92. (Calendar Item No. 21)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

GENERAL MANAGER'S REPORT. (Calendar Item No. 27)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 28)

None.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 29)

None.

ADJOURNMENT. (Calendar Item No. 30)



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6/1/93
CITY AND COUNTY OF SAN FRANCISCO
// CIVIL SERVICE COMMISSION

// MINUTES OF MEETING

REGULAR MEETING - MARCH 1, 1993

PART I - 2 p.m.

DOCUMENTS DEPT.

MAR 05 1993

SAN FRANCISCO
PUBLIC LIBRARY

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins (Items Missed: 14 and 21)
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

Excused: Commissioner Donovan

Commissioner Uyehara presided

MINUTES.

Regular Meeting of February 1, 1993.

Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



ANNOUNCEMENTS.

Executive Session, March 1, 1993.

The Civil Service Commission met in closed session on Monday, March 1, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54957.9 of the Government Code of the State of California regarding labor relations and pending litigation issues.

Present were Commissioners Mickins, Munson and Uyehara.

The Commission instructed its Chief Labor Negotiator and staff on the labor relations issues. The City Attorney advised the Commission on the pending litigation issue.

CLASSIFICATION MATTERS

1007-93 Review of request for approval of proposed personal services contracts number 410-92/93 and 411-92/93. (Calendar Item No. 7)

February 1, 1993: Contract 410-92/93 and 411-92/93 over to the meeting of March 1, 1993.

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------|
| 410-92/93 | Public Works | T A C |
| 411-92/93 | Public Works | Ace Pacific Co. |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1015-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-----------------------------|
| 424-92/93 | Airport | Kenyon and Eddelstein |
| 425-92/93 | Art Commission | Narcissus Quagliata |
| 426-92/93 | Mayor's Office | United States Escrow, Inc. |
| 427-92/93 | Mayor's Office | CGMS Incorporated |
| 428-92/93 | Mayor's Office | Rehab Financial Corporation |

CLASSIFICATION MATTERS (cont.)

1015-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 429-92/93 | Mayor's Office | Mission Cultural Center |
| 430-92/93 | Mayor's Office | Mixed Race People of Color |
| 431-92/93 | Mayor's Office | Mission Education Projects, Inc. |
| 432-92/93 | Mayor's Office | Fellowship Urban Outreach |
| 433-92/93 | Mayor's Office | Hunters View Tenants Association |
| 434-92/93 | Mayor's Office | Ingleside Community Center |
| 435-92/93 | Mayor's Office | North of Market Planning Coalition |
| 436-92/93 | Mayor's Office | Children's Council of San Francisco |
| 437-92/93 | Mayor's Office | North of Panhandle Neighborhood Association |
| 438-92/93 | Mayor's Office | Alice Griffith Tenants Association |
| 439-92/93 | Mayor's Office | Robert B. Pitts Plaza Residents Council |
| 440-92/93 | Mayor's Office | Hayes Valley North and South Tenants Association |
| 441-92/93 | Mayor's Office | The 16th Street Revitalization Committee |
| 442-92/93 | Mayor's Office | Vietnamese Youth Development Center |
| 443-92/93 | Mayor's Office | Chinatown Youth Center |
| 444-92/93 | Mayor's Office | Uprising Community Plus |

CLASSIFICATION MATTERS (cont.)

1015-93

(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 445-92/93 | Mayor's Office | OMI Pilgrim Community Center |
| 446-92/93 | Mayor's Office | Youth Empowerment Project |
| 447-92/93 | Mayor's Office | Lyon Martin Women's Health Services |
| 448-92/93 | Mayor's Office | Mission Neighborhood Center's, Inc. |
| 449-92/93 | Mayor's Office | Westbrook/Hunter's Point "A" Residents Association |
| 450-92/93 | Mayor's Office | Plaza East Residents Association |
| 451-92/93 | Mayor's Office | Sunnydale Tenants Association |
| 452-92/93 | Mayor's Office | Asociacion de Refugiados Guatemaltecos |
| 453-92/93 | Mayor's Office | Visitacion Valley Just Say No to Drugs Club |
| 454-92/93 | Mayor's Office | Mission Economic & Cultural Association |
| 455-92/93 | Mayor's Office | El Dorado School Neighborhood Betterment Council |
| 456-92/93 | Mayor's Office | Potrero Hill Neighborhood Watch |
| 457-92/93 | Mayor's Office | Potrero Hill Annex/Terrace Resident Association |
| 458-92/93 | Mayor's Office | Geneva Towers Resident Council |
| 459-92/93 | Mayor's Office | Dolores Park Coalition |

CLASSIFICATION MATTERS (cont.)

1015-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|--|
| 460-92/93 | Mayor's Office | OMI Neighbors In Action |
| 461-92/93 | Mayor's Office | Fair Oaks Neighbors |
| 462-92/93 | Mayor's Office | Japanese Community Youth Council |
| 463-92/93 | Port | Economic and Planning Systems, Inc. |
| 464-92/93 | Public Health | Omulu Senzala Group |
| 465-92/93 | Public Health | Carlson Price Fass and Company, Inc. |
| 466-92/93 | Public Health | American Lung Association of S.F. |
| 467-92/93 | Public Health | California Children's Home, Inc. |
| 468-92/93 | Public Health | S.F. Study Center, Inc. |
| 469-92/93 | Public Health | University of California, Berkeley/Office of Financial Aid |
| 470-92/93 | Public Health | University of California, S.F. |
| 471-92/93 | Public Health | University of California, San Francisco/SFGH |
| 472-92/93 | Public Library | Friends of the S.F. Public Library |
| 473-92/93 | Public Utilities Commission | Bookman-Edmonston |
| 474-92/93 | Public Utilities Commission | The Association of: Camp Dresser & McKee, Inc., AGS, Inc. F.E. Jordan Associates, Inc. |

CLASSIFICATION MATTERS (cont.)

1015-93

(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------------------|--|
| 475-92/93 | Public Works | Miller Pipeline Corp. |
| 476-92/93 | Recreation and Park | Regents of the University of California, U.C. Agricultural Extension |
| 477-92/93 | Registrar of Voters | Data Information Management Systems |
| 478-92/93 | S.F. Community College District | Finger & Moy, Architects |
| 479-92/93 | S.F. Community College District | Dynamic Corporation |
| 480-92/93 | S.F. Community College District | Kathy Reeves and Mimi A. Steadman |
| 481-92/93 | Sheriff | Stanford University School of Law |
| 482-92/93 | Sheriff | EC1 |
| 483-92/93 | Sheriff | Linda Connelly & Associates |
| 484-92/93 | Social Services | S.F. Child Abuse Council |
| 485-92/93 | Social Services | Family Service Agency |
| 486-92/93 | Social Services | Family Service Agency |
| 487-92/93 | Civil Service Commission | Donnoe and Associates |
| 488-92/93 | Public Utilities Commission | Thomas Elzey |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1016-93 Classification of positions in various City departments.
(Calendar Item No. C)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|-----------------|--|---|
| Public Health/ Central Office | 1 | 2454 Clinical Pharmacist (Sch. 65.7 \$2252B2737) | Same |
| | 2 | 2830 Public Health Nurse (2094B2621) | Same |
| Public Health/ SFGHMC | 2 | 4321 Cashier II (Sch. 49.2 \$1018B1232) | Same |
| | 2 | 2908 Hospital Eligibility Worker (Sch. 54.5 \$1310B1588) | Same |
| Public Works | 1 | 1808 MIS Technician I (Sch. 45.4 \$850B1027) | 1720 Data Entry Operator (Sch. 45.9 \$870B1052) |
| Port | 1 | 9357 Chief Wharfinger (Sch. 61.2 \$1809B2199) | Retitle and amend the class specification for class 9357 from Chief Wharfinger to Cargo Operations Manager. Draft class specification as detailed in the staff report. |

Action: Adopt staff report.

1018-93 Establishment of eighteen classes in a new Special Assistant series
and the abolishment of various classes. (Calendar Item No. D)

Action: Over to the meeting of March 15, 1993 at the request of
staff.

CLASSIFICATION MATTERS (cont.)

1019-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. B)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Title</u> | <u>Recommended Class</u> |
|-------------------|-----------------|-------------------------------------|--------------------------|
| Sheriff | 20 | 8304 Deputy Sheriff | Same |
| | 2 | 8306 Senior Deputy Sheriff | Same |
| | 2 | 8274 Police Cadet | Same |
| Public Works | 1 | 1708 Senior Telephone Operator | Same |
| | 1 | 5249 Senior Sanitary Engineer | Same |
| | 1 | 5364 Civil Engineering Associate I | Same |
| | 1 | 6137 Assistant Industrial Hygienist | Same |
| | 1 | 6231 Senior Street Inspector | Same |
| | 1 | 6331 Building Inspector | Same |

Action: Adopt staff report.

COMPENSATION MATTERS

2028-93 Proposed new benchmarks for Fiscal Year 1993-94. (Calendar Item No. 9)

Action: 1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.

2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 salary survey.

COMPENSATION MATTERS (cont.)

2029-93 Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies.
(Calendar Item No. 8)

Action:

1. Direct the General Manager, Personnel to make a further inquiry about Cooperative Personnel Services' unwillingness or inability to collect private industry data.
2. Direct the General Manager, Personnel to determine why data from the Santa Clara Valley Water District is not included in the survey.
3. Direct the General Manager, Personnel and request the City Attorney to meet with representatives of the 1466 Meter Reader class in this matter and attempt to agree upon a resolution by the next Civil Service Commission meeting.
4. Over to the meeting of March 15, 1993.

2030-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. E)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-----------------------------------|-----------------------|-------------------------|
| John T. Farrell 1844 Senior Management Assistant | Assessor | 3 | 3 |
| Miriam Ramirez 1424 Clerk Typist | Health Service System | 2 | 2 |
| Hazel Jones 9772 Community Specialist I | Mayor's Office | 4 | 4 |
| Albert Wong 5230 Traffic Engineer | Parking and Traffic | 4 | 4 |
| Khalaf Hirmina 5240 Electrical Engineer | Public Utilities Commission | 5 | 5 |

COMPENSATION MATTERS (cont.)

2030-93
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-----------------------------------|-----------------------|-------------------------|
| Carl W. Walker 1821 Management Information Systems Manager | Public Utilities Commission | 5 | 5 |
| Qing Du 7358 Pattern Maker | Purchasing | 5 | 5 |
| Ronald Bladow 1864 Systems and Procedures Analyst | Controller | 3 | 3 |
| Keith Hatfield 1874 Senior Programmer Analyst | Controller | 5 | 5 |

Action: Adopt staff report.

2031-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. F)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 13)

Action: Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.

3237-92 Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (Calendar Item No. 14)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

February 1, 1993: Off calendar at the request of the San Francisco Police Department.

Action: Over to the meeting of March 15, 1993 at the request of Mr. Lee's attorney.

IN-SERVICE MATTERS

4211-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4219-93 Status report on remaining departmental affirmative action plans of the Department of City Planning, District Attorney's Office, Fine Arts Museum. (Calendar Item No. 11)

Action: Adopt staff report; approve the departmental affirmative action plan of the Fine Arts Museum.

4233-93 Resolution of Commendation for Edgar Poma, Senior Personnel Analyst, for outstanding service to the Civil Service Commission. (Calendar Item No. 5)

Action: Adopt.

4234-93 Appeal of the decision of the General Manager, Personnel by Edward Skinger to restrict future employment. (Calendar Item No. 10)

Action: Over to the meeting of March 15, 1993 at the request of Mr. Skinger's attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 1, 1993

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeffrey Bourdon, 1468 Water Services Clerk, 7/E-5, Public Utilities Commission, San Francisco Water Department, 11/21/92.
(Calendar Item No. 19)

January 4, 1993: Over to the meeting of February 1, 1993 at Mr. Bourdon's request.

February 1, 1993: Over to the meeting of March 1, 1993 by Commission action.

Action: Return name to the eligible list in Class 1468 Water Services Clerk. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92. (Calendar Item No. 18)

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

December 7, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

February 1, 1993: Over to the meeting of March 1, 1993 at the request of the Medical Examiner's Office.

Action: Over to the meeting of March 15, 1993 at the request of Mr. Carlson's attorney. The Commission stipulated that no further continuances shall be granted.

RESIGNATION - SERVICES UNSATISFACTORY

Marguerite Cobb, 2903 Eligibility Worker, 104/CPE-24, Department of Social Services, General Assistance, 12/11/92.
(Calendar Item No. 20)

Action: Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

APPEAL OF AUTOMATIC RESIGNATION

Michael Frudakis, 8214 Parking Control Officer, Department of Parking and Traffic, 11/1/92. (Calendar Item No. 16)

February 1, 1993: Over to the meeting of March 1, 1993 due to tie vote of the Civil Service Commission.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

APPEAL OF AUTOMATIC RESIGNATION

Carlisa James, 1424 Clerk Typist, 5/E-310, Department of Public Health, Laguna Honda Hospital, 1/21/93. (Calendar Item No. 17)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92. (Calendar Item No. 22)

Action: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Oveyarn Smith, 9163 Transit Operator, 24/P-127, Public Utilities Commission, San Francisco Municipal Railway, 11/13/92. (Calendar Item No. 21)

Action: No future employment in any position covered by the civil service system of the City and County of San Francisco.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 23)

None.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 24)

None.

ADJOURNMENT. (Calendar Item No. 24)



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CITY AND COUNTY OF SAN FRANCISCO
/ CIVIL SERVICE COMMISSION

111
SPECIAL MEETING MINUTES

MARCH 15, 1993

ROOM 282 CITY HALL

1:30 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Donovan presided.

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ITEM NO.

(1) Presentation on new approaches to reducing the number of classes.

Presentation given by Towers Perrin.



Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

MINUTES OF MEETING

REGULAR MEETING - MARCH 15, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

Commissioner Donovan presided

MINUTES.

Regular Meeting of March 1, 1993.

Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



ANNOUNCEMENTS.

A. Executive Session, March 9, 1993.

The Civil Service Commission met in closed session on Tuesday, March 9, 1993 at 6 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to consider a personnel matter.

Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara.

The Civil Service Commission took action to appoint Wendell L. Pryor as General Manager, Personnel effective April 19, 1993. The vote was 4 to 1:

Commissioner Donovan: No
Commissioner Mickins: Yes
Commissioner Munson: Yes
Commissioner Rios: Yes
Commissioner Uyehara: Yes

(Commissioner Donovan indicated her intent to make the decision unanimous at the meeting.)

B. Executive Session, March 15, 1993.

The Civil Service Commission met in closed session on Monday, March 15, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 of the Government Code of the State of California to discuss a labor relations issue.

Present were Commissioners Mickins, Munson and Rios.

The Commission authorized its General Manager, Personnel to enter into agreements regarding negative internal adjustments with Municipal Executive Association (MEA) and San Francisco Health Inspectors Association subject to final approval by the City Attorney.

CLASSIFICATION MATTERS

1018-93 Establishment of eighteen classes in a new Special Assistant series and the abolishment of various classes.
(Calendar Item No. J)

February 1, 1993: Over to the meeting of March 15, 1993 at the request of staff.

Action: Adopt staff report.

1. Establish eighteen (18) classes in the new series of Special Assistant as enumerated in Attachment A of the staff report. These classes are to be used only with the prior approval of the General Manager, Personnel.

CLASSIFICATION MATTERS (cont.)

1018-93

(cont.)

2. Abolish the classes listed in the amended Attachment B of the staff report.
3. Advise departments with affected positions to reflect the change from existing classes to the new classes in the 1993-94 budget documents. Direct staff to advise departments regarding the appropriate level within the series.
4. Notify departments to submit requisitions in the new classes and to cancel requisitions in the former classes.
5. All of the above recommendations to be effective July 1, 1993.
6. Direct staff to explore with departments the use of this new series to consolidate and eliminate other classes.
7. Direct staff to explore with departments, the Purchaser, Controller and City Attorney the use of this new series to make appointments in lieu of personal services contracts.

1021-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 489-92/93 | Airport | Traffic Data Service |
| 490-92/93 | Airport | Pacific Transit Management Corp. |
| 491-92/93 | Airport | Wahler Associates/AGS, Inc., Joint Venture |
| 492-92/93 | Assessor | Henry McKenzie |
| 493-92/93 | Civil Service | Education/Research, Inc. Commission |
| 494-92/93 | Controller | Arthur Consulting Group, Inc. |
| 495-92/93 | Fire | CORE Corporation |
| 496-92/93 | Parking & Traffic | Wilbur Smith Associates |
| 497-92/93 | Public Health | Communication Technologies |
| 498-92/93 | Public Health | Coopers & Lybrand |

CLASSIFICATION MATTERS (cont.)

1021-93
(cont.)

| | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--|---------------|-------------------|---|
| | 499-92/93 | Public Health | Shared Medical Systems (SMS) |
| | 500-92/93 | Public Health | Bayview Hunter's Point Foundation Mental Health Service |
| | 501-92/93 | Public Health | C.A.H.E.E.D. Day Care Center |
| | 502-92/93 | Public Health | UCSF/School of Nursing/Department of Family Health Care Nursing |
| | 503-92/93 | Public Health | AIDS Benefits Counselors |
| | 504-92/93 | Public Health | AIDS Emergency Fund |
| | 505-92/93 | Public Health | AIDS Indigent Direct Services |
| | 506-92/93 | Public Health | AIDS Indigent Direct Services (A.I.D.S.) |
| | 507-92/93 | Public Health | AIDS Legal Referral Panel |
| | 508-92/93 | Public Health | Bayview Hunter's Point Foundation/AIAI |
| | 509-92/93 | Public Health | California Pacific Medical Center/Visiting Nurses & Hospice |
| | 510-92/93 | Public Health | Catholic Charities of San Francisco |
| | 511-92/93 | Public Health | Catholic Charities of San Francisco |
| | 512-92/93 | Public Health | Coming Home |
| | 513-92/93 | Public Health | Continuum HIV Day Services |
| | 514-92/93 | Public Health | Golden Gate Community Inc./Bridge for Kids |

CLASSIFICATION MATTERS (cont.)

1021-93

(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|---|
| 515-92/93 | Public Health | Home Care Companions, Inc. |
| 516-92/93 | Public Health | Instituto Familiar de la Raza, Inc. |
| 517-92/93 | Public Health | National Task Force on AIDS Prevention |
| 518-92/93 | Public Health | National Task Force on AIDS Prevention/EACH |
| 519-92/93 | Public Health | Project Open Hand |
| 520-92/93 | Public Health | S.F. AIDS Foundation |
| 521-92/93 | Public Health | S.F. Community Clinic Consortium |
| 522-92/93 | Public Health | S.F. Food Bank |
| 523-92/93 | Public Health | S.F. Network Ministries |
| 524-92/93 | Public Health | S.F. Suicide Prevention |
| 525-92/93 | Public Health | Shanti Project |
| 526-92/93 | Public Health | University of California, S.F., AIDS Health Project |
| 527-92/93 | Public Health | University of California, Center on Deafness |
| 528-92/93 | Public Health | Westside Community Mental Health Clinic |
| 529-92/93 | Public Utilities Commission | David M. Dornbusch & Co., Inc. |
| 530-92/93 | Public Utilities Commission | McLeod & Associates |
| 531-92/93 | Public Utilities | Jackson Research Projects Commission |
| 532-92/93 | Public Works | Performance Partners |
| 533-92/93 | Public Works | BWF Engineers, Dallas Voightlander |

CLASSIFICATION MATTERS (cont.)

1021-93
(cont.)

| | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--|---------------|-------------------|--|
| | 534-92/93 | Public Works | WECS Warehouse Equipment Contracting Service |
| | 535-92/93 | Retirement | Noetics Group |
| | 536-92/93 | Social Services | Visions, Inc. |
| | 537-92/93 | Social Services | In Home Supportive Services Consortium |
| | 538-92/93 | City Attorney | Schirmer Engineering Co. and Ralph Jensen and Associates |
| | 539-92/93 | City Attorney | To Be Announced |
| | 540-92/93 | City Attorney | Orrick, Herrington, and Sutcliffe Law Firm and Arnelle and Hastie Law Office |

Action:

1. Contract Number 539-92/93 over to the meeting of April 5, 1993 at the request of the City Attorney's Office.
2. Contract Number 535-92/93 over to the meeting of April 5, 1993 by Commission action.
3. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1022-93 Classification of positions in various City departments.
(Calendar Item No. B)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|--------------------------|---------------------|--|---|
| Public Health/ SFGHMC | 1 | A029 Assistant Chief, Paramedic Division (\$2252B2737) | Establish Class Class 2529 Assistant Chief, Paramedic Division (J,Z Sch. 64.7 \$2145B2607) Draft class specification as detailed in the staff report. |

CLASSIFICATION MATTERS (cont.)

1022-93

(cont.) ABOLISH THE FOLLOWING CLASSES:

| <u>Class and Title</u> | <u>Recommendation</u> |
|--|--|
| 2528 Medical Steward | As these classes are no longer required, it is recommended that they be abolished. |
| A029 Assistant Chief, Paramedic Division | |

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

| <u>Existing Class Title and Rate</u> | <u>Recommended Class</u> |
|---|--|
| 2531 Assistant Chief, Paramedic Division (Sch. 65.7 \$2252B2737) | Retitle and amend the class specification to 2531 Deputy Chief, Paramedic Division. Draft class specification as detailed in the staff report. |

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|--------------------------|-----------------|--|---|
| Public Health/ SFGHMC | 1 | 2322 Head Nurse (\$2242B2892) | Same |
| Public Works | 1 | A889 Financial Specialist I (Sch. 54.7 \$1323B1603) | 1823 Administrative Analyst (Sch. 61.5 \$1835B2230) |
| | 2 | A863 Senior Plumbing Inspector (Sch. 65.8 \$2264B2752) | Establish Class 6246 Senior Plumbing Inspector (Sch. 65.8 \$2264B2752) Draft class specification as detailed in the staff report. |

CLASSIFICATION MATTERS (cont.)

1022-93
(cont.)

ABOLISH THE FOLLOWING CLASSES:

| <u>Class and Title</u> | <u>Recommendation</u> |
|-----------------------------------|--|
| 9918 Public Works Aide - Security | As this class is no longer required, it is recommended that it be abolished. |

Action: Adopt staff report.

1023-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. C)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-----------------------------|-----------------|--------------------------------------|--------------------------|
| Airport | 1 | 5268 Architect | Same |
| Public Utilities Commission | 1 | 5254 Associate Mechanical Engineer | Same |
| Public Works | 1 | 1410 Chief Clerk | Same |
| | 1 | 1942 Assistant Materials Coordinator | Same |

Action: Adopt staff report.

1222-92 Survey of 967 positions in the Department of Social Services and 127 positions in the Department of Public Health. (Calendar Item No. I)

October 19, 1992: Off calendar at the request of the Department of Social Services.

November 16, 1992: Off calendar at the request of the Department of Social Services.

Action: Adopt staff report.

1. Establish the following six new classifications:

(A) 2913 Program Specialist
(92-93) J, 57.5 \$1513 bw \$1835

(B) 2915 Program Specialist Supervisor
(92-93) J, 60.5 \$1748 bw \$2124

CLASSIFICATION MATTERS (cont.)

1222-92

(cont.)

- (C) 2917 Program Support Analyst
(92-93) J,Z 62.2 \$1899 bw \$2309
- (D) 2952 Executive Assistant to the General Manager
(92-93) J,Z 65.3 \$2209 bw 2685
- (E) 2964 Director, Budget and Planning
(92-93) J,Z 69.4 \$2700 bw 3282
- (F) 2968 Social Services Manager, Investigations
(92-93) J,Z 66.6 \$2354 bw \$2862

Draft class specifications as detailed in the staff report.

2. Amend specifications for classes:

- (A) 2903 Eligibility Worker
(92-93) 51.6 \$1141 bw \$1381
- (B) 2904 Social Service Technician
(92-93) 50.6 \$1088 bw \$1316
- (C) 2905 Senior Eligibility Worker
(92-93) 54.5 \$1310 bw \$1588
- (D) 2907 Eligibility Worker Supervisor
(92-93) 57.6 \$1520 bw \$1844
- (E) 2908 Hospital Eligibility Worker
(92-93) 54.5 \$1310 bw \$1588
- (F) 2909 Hospital Eligibility Supervisor
(92-93) 60.0 \$1706 bw \$2074
- (G) 2910 Social Worker
(92-93) Z 53.1 \$1226 bw \$1484
- (H) 2912 Senior Social Worker
(92-93) Z 55.9 \$1401 bw \$1698
- (I) 2914 Social Worker Supervisor
(92-93) Z 58.9 \$1618 bw \$1965
- (J) 2940 Child Welfare Worker
(92-93) Z 59.8 \$1690 bw \$2053
- (K) 2942 Senior Child Welfare Worker
(92-93) Z 60.7 \$1765 bw \$2145
- (L) 2944 Child Welfare Supervisor
(92-93) Z 62.2 \$1899 bw \$2309
- (M) 2946 Senior Eligibility Worker Supervisor
(92-93) Z 62.1 \$1890 bw \$2297

CLASSIFICATION MATTERS (cont.)

1222-92
(cont.)

- (N) 2947 Hospital Eligibility Manager, DPH
(92-93) Z 62.1 \$1890 bw \$2297
- (O) 2948 Senior Social Service Supervisor
(92-93) Z 64.6 \$2135 bw \$2596
- (P) 2953 Deputy General Manager, DSS
(92-93) Z 75.0 \$3547 bw \$4311
- (Q) 2969 Assistant Director, Social Services Program
(92-93) Z 66.6 \$2354 bw \$2862
- (R) 2970 Director, Administrative Services, DSS
(92-93) Z 66.6 \$2354 bw \$2862
- (S) 2973 Assistant General Manager, DSS
(92-93) Z 72.2 \$3093 bw \$3760
- (T) 2974 General Manager, DSS
(92-93) Z 76.4 \$3799 bw \$4617

Draft amended class specification as detailed in the staff report.

- 3. Retitle Classes; status of incumbents and eligibles remains unchanged. Draft amended class specifications as detailed in the staff report:
 - 2909 Hospital Eligibility Supervisor to 2909 Hospital Eligibility Worker Supervisor.
 - 2946 Senior Eligibility Worker Supervisor to 2946 Eligibility Section Manager.
 - 2948 Senior Social Service Supervisor to 2948 Social Services Section Manager.
 - 2969 Assistant Director, Social Services Programs to 2969 Social Services Program Manager.
- 4. Allocate, reallocate, and confirm permanently budgeted positions as enumerated in the appendix following report.
- 5. Amend the Annual Salary Ordinance accordingly when such actions do not adversely affect the permanent incumbents.
- 6. Grant status to permanent incumbents in Class 2911 Eligibility Appeals Specialist as indicated in the staff report.
- 7. Abolish the following classes when permanent incumbents are not adversely affected. (Unused classes were abolished by prior CSC action.)
 - (A) 2906 Social Worker Trainee
(92-93) (\$1181 bw)

CLASSIFICATION MATTERS (cont.)

1222-92
(cont.)

- (B) 2911 Eligibility Appeals Specialist
(92-93) (56.5 \$1443 bw \$1748)
- (C) 2945 Children's Services Investigator
(92-93) (Z 67.9 \$2507 bw \$3047)
- (D) 2950 Social Service Division Supervisor
(92-93) (Z 64.1 \$2084 bw \$2533)
- (E) 2951 Community Services Coordinator
(92-93) (Z 63.6 \$2033 bw \$2472)
- (F) 2971 Director, Social Service Programs
(92-93) (Z 67.8 \$2496 bw \$3035)
- (G) 2994 Homemaker
(92-93) (Z 47.6 \$943 bw \$1141)

8. Abolish the following classes when new classes are created and positions allocated.
 - (A) A627 Income Maintenance Specialist
(92-93) (Z 56.5 \$1443 bw \$1748)
 - (B) A553 Executive Assistant to the General Manager
(92-93) (Z 65.3 \$2209 bw \$2685)
 - (C) A784 Director of Budget and Fiscal
(92-93) (Z 71.4 \$2977 bw \$3618)
9. Advise the Departments of Public Health and Social Services to amend their respective budgets to reflect these actions.
10. Advise the Decentralized Civil Service Unit of the Department of Social Services to conduct examinations in the newly established classes.
11. Authorize continuation of provisional appointments for incumbents in classes where reallocation has been approved to another new or existing class.

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar Item No. 6)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|---------------------------------|---------------------|---|--|
| S.F. Unified School District | 1 | 1952 Purchaser (Sch. 56.8 \$1463B1773) | 1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230) |

CLASSIFICATION MATTERS (cont.)

1234-92 November 16, 1992: 1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.

February 1, 1993: Over to the meeting of March 15, 1993 at the request of Local 21.

Action: Over to the meeting of April 19, 1993 by Commission action.

COMPENSATION MATTERS

2028-93 Proposed new benchmarks for Fiscal Year 1993-94.
(Calendar Item No. 8)

March 1, 1993: 1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.

2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 salary survey.

Action: Over to the meeting of April 5, 1993 at the request of staff.

2029-93 Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies.
(Calendar Item No. 7)

March 1, 1993: 1. Direct the General Manager, Personnel to make a further inquiry about Cooperative Personnel Services' unwillingness or inability to collect private industry data.

2. Direct the General Manager, Personnel to determine why data from the Santa Clara Valley Water District is not included in the survey.

COMPENSATION MATTERS (cont.)

2029-93
(cont.)

3. Direct the General Manager, Personnel and request the City Attorney to meet with representatives of the 1466 Meter Reader class in this matter and attempt to agree upon a resolution by the next Civil Service Commission meeting.

4. Over to the meeting of March 15, 1993.

Action: Over to the meeting of April 5, 1993 at the request of staff.

2039-93 Fiscal Year 1993-94 Salary Standardization, Charter Section 8.407, adjustments and amendments, inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations.
(Calendar Item No. 9)

Action: Over to the meeting of April 5, 1993 at the request of staff.

2040-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. D)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|--------------------|-----------------------|-------------------------|
| Rebecca Wong 5350 Electrical Assistant I | Airport | 3 | 3 |
| Henry M. Feldkamp 1866 Systems and Procedures Supervisor | Controller | 5 | 5 |
| Lawrence Mack 2593 Health Program Coordinator III | Public Health | 4 | 4 |
| Rodrigo Vizcarra 2618 Food Service Supervisor | Public Health | 3 | 3 |
| Robert McCoy 1654 Principal Accountant | Juvenile Probation | 4 | 4 |
| Andrew Noll 6318 Construction Inspector | Public Works | 3 | 3 |
| Melinda Hom 2555 Physical Therapy Assistant | Public Health | 5 | 5 |

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2041-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

Action: Over to the meeting of April 5, 1993 by Commission action.

2042-93 Reconsideration of staff denial of a request from the International Association of Bridge, Structural and Ornamental Ironworkers, Local 377, for internal adjustments. (Calendar Item No. 11)

Action: Adopt staff report; deny requests of Gene Vick.

EXAMINATION MATTERS

3181-92 Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (Calendar Item No. G)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

November 16, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

February 1, 1993: Over to the meeting of March 15, 1993 at Mr. Kendall's request.

Action: Off calendar; appeal withdrawn.

3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 14)

November 2, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney.

January 4, 1993: Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.

Action: Over to the meeting of April 5, 1993 at the request of Mr. Keeve's attorney.

EXAMINATION MATTERS (cont.)

3237-92 Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (Calendar Item No. 15)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

February 1, 1993: Off calendar at the request of the San Francisco Police Department.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Lee's attorney.

Action: Grant the appeal on the background rejection of Silas M. Lee for Class Q2 Police Officer.
(Vote of 4 to 1: Commissioner Munson dissents.)

3518-93 Appeal of background rejection for Class H2 Firefighter by Shane G. Francisco. (Calendar Item No. 17)

Action: Grant the appeal on the background rejection of Shane G. Francisco for Class H2 Firefighter.

3520-93 Appeal of background rejection for Class H2 Firefighter by Sean A. Johnston. (Calendar Item No. 19)

Action: Over to the meeting of April 5, 1993 at Mr. Johnston's request.

3523-93 Appeal of background rejection for Class H2 Firefighter by Stephen S. Giannini. (Calendar Item No. 16)

Action: Adopt staff report. Deny appeal of Stephen S. Giannini; sustain the decision of the Chief of the San Francisco Fire Department.

3524-93 Appeal of background rejection for Class H2 Firefighter by Christopher M. Bross. (Calendar Item No. 18)

Action: Over to the meeting of April 5, 1993 at Mr. Bross's request.

3526-93 Appeal of background rejection for Class H2 Firefighter by Thomas P. Haney. (Calendar Item No. 21)

Action: Over to the meeting of April 5, 1993 at Mr. Haney's request.

EXAMINATION MATTERS (cont.)

3527-93 Appeal of background rejection for Class H2 Firefighter by Seth I. Rubenstein. (Calendar Item No. 20)
Action: Over to the meeting of April 5, 1993 at Mr. Rubenstein's request.

3528-93 Appeal of background rejection for Class H2 Firefighter by Victor T. Baliao. (Calendar Item No. 22)
Action: Over to the meeting of April 5, 1993 at Mr. Baliao's request.

3529-93 Appeal of background rejection for Class H2 Firefighter by Kevin J. Pardini. (Calendar Item No. H)
Action: Over to the meeting of April 5, 1993 at Mr. Pardini's request.

IN-SERVICE MATTERS

4234-93 Appeal of the decision of the General Manager, Personnel by Edward Skinger to restrict future employment. (Calendar Item No. 12)
March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Skinger's attorney.
Action: Adopt staff report; deny the appeal of Edward Skinger, sustain the decision of the General Manager, Personnel.

4307-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. F)
Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6461-92 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (Calendar Item No. K)

October 5, 1992: 1. Post for adoption.
2. Forward to the Mayor's Employee Relations Division for meet and confer.

November 30, 1992: Over to the meeting of January 4, 1993 to be heard by the full Commission.

December 14, 1992: Adopt as amended. (Vote of 4 to 1: Commissioner Mickins dissents.)

1. The Civil Service Commission has offered to meet and confer on amendments to Rule 22 to provide for unpaid furloughs for employees of the City and County of San Francisco and the San Francisco Community College District and the San Francisco Unified School District. The largest City employee organization, SEIU Locals 250, 535, and 790 refused to meet and confer regarding an amendment to provide for mandatory furloughs, asserting that such amendments are barred by the Charter and its Memorandum of Understanding (MOU). Accordingly, the Commission finds that SEIU, on behalf of its members has waived meet and confer. The Commission further finds no merit to SEIU's assertions, and no bar to the Commission's exercise of its Charter authority and management prerogative to promulgate rules permitting departments to utilize mandatory furloughs as a mechanism of relieving employees from duties through temporary layoffs, without the disruption that could be caused through utilization of the "bumping" provisions of Rule 32. (Vote of 3 to 2: Commissioners Mickins and Rios dissent.)

2. As of today, meet and confer has been completed with all City employee representatives that participated in meet and confer except: Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, Local 200, Local 250-A and San Francisco Association of Personnel Professionals. These nine (9) employee organizations have completed meet and

IN-SERVICE MATTERS (cont.)

6461-92

(cont.)

2. (cont.) confer, as well as mediation. The amendments adopted today in large part incorporate the changes suggested by the mediator in his December 10, 1992 report. Some or all of the nine (9) employee organizations which have completed mediation may accept the Commission's offer to participate in factfinding. Until the completion of factfinding, or until factfinding is waived, the amendments to Rule 22 adopted today shall not apply to employees in units represented by these employees representative. Further, the Commission will consider any additional recommendations of the factfinder, and if appropriate, may adopt further changes to the Rule 22 amendments. (Vote of 5 to 0.)

3. The amendments to Rule 22 shall not apply to Uniformed members of the Police and Fire Departments, and to Airport Police Officers to the extent any impasse procedures required by Charter have not been exhausted. (Vote of 5 to 0.)

4. As to those employee organizations which have waived or completed meet and confer, Rule 22 shall be considered amended as of today, and its amended provisions shall be effective immediately. (Vote of 4 to 1: Commissioner Mickens dissents.)

5. The General Manager, Personnel is directed to report the results of the application of Rule 22 to the Civil Service Commission at the first meeting in July 1993. The General Manager, Personnel is also directed to prepare a letter to department heads encouraging them to give credit to employees who have taken Unpaid Time Off. (Vote of 5 to 0.)

6. The Civil Service Commission will send a letter to the Mayor requesting that he include himself, his staff and department heads in a furlough program.

Action: 1. Adopt for Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, and San Francisco Association of Personnel Professionals.

IN-SERVICE MATTERS (cont.)

6461-92
(cont.)

2. Post an amendment to Civil Service Commission Rule 22 to include:

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

3. Prepare a resolution to urge the Retirement System to accept the factfinder's recommendation on the impact of imposed furlough on an employee's retirement benefit. (Vote of 5 to 0.)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 15, 1993

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92. (Calendar Item No. 24)

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

December 7, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

February 1, 1993: Over to the meeting of March 1, 1993 at the request of the Medical Examiner's Office.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Carlson's attorney. The Commission stipulated that no further continuances shall be granted.

Action: Dismiss from the City and County Service. Not to be employed again by the Medical Examiner's Office.

DISMISSAL OF PERMANENT EMPLOYEE

David B. Chapman, 1426 Senior Clerk Typist, 5/CPE-1, San Francisco Unified School District, 11/30/92. (Calendar Item No. 28)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized alcohol and/or drug rehabilitation program. Not to be employed again by the San Francisco Unified School District. (Commissioner Uyehara excused from voting on this issue by vote of the other Commissioners pursuant to Charter Section 3.500.)

DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92. (Calendar Item No. 26)

Action: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.

Action: Over to the meeting of April 5, 1993 at the request of Mr. Otoya's attorney.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 25)

Action: Over to the meeting of April 19, 1993 at the request of Local 3.

DISMISSAL OF PERMANENT EMPLOYEE

Craig A. Riggins, 4308 Senior Collections Officer, 3/CPE-5, Department of Social Services, 2/3/93. (Calendar Item No. 27)

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

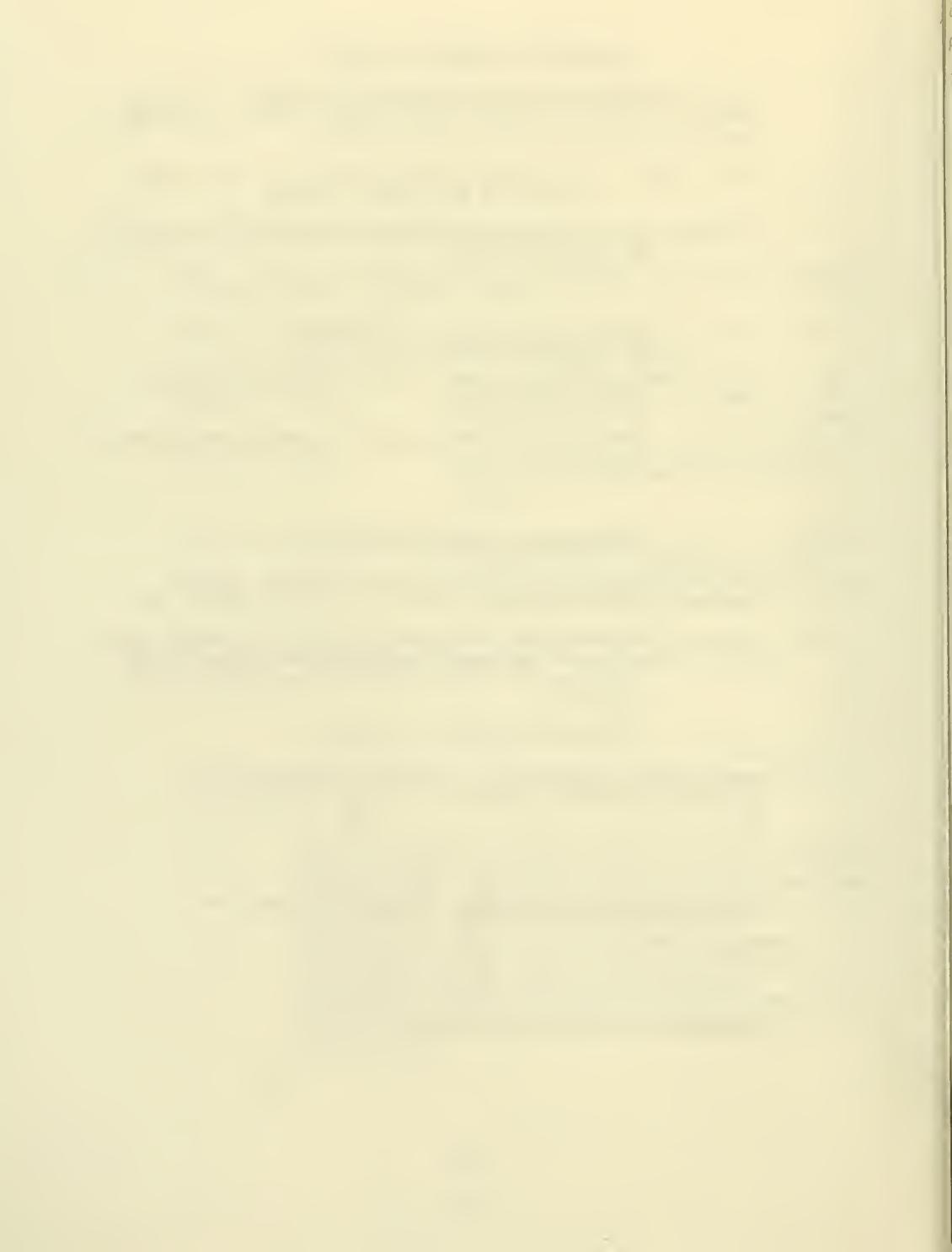
COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 29)

None.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 30)

None.

ADJOURNMENT. (Calendar Item No. 31)



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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

APRIL 12, 1993

ROOM 2C, (BASEMENT), CITY HALL

6 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

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Commissioner Donovan presided.

ANNOUNCEMENTS.

The Civil Service Commission met in closed session today at 5:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations issues and a litigation matter.

Present were Commissioners Donovan, Mickins, Munson and Rios.

The Commission approved a proposed settlement in the Lopez v. the Civil Service Commission et al. litigation (Vote of 3 to 2: Commissioner Uyehara and Rios dissenting).

No other action was taken.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



CLASSIFICATION MATTERS

1032-93 Review of requests for approval of proposed personal servives contracts number 550-92/93 and 557-92/93. (Calendar Item No. 1)

April 5, 1993: Meeting cancelled due to lack of a quorum.

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|----------------------------|
| 550-92/93 | Controller | ABR Consulting Group, Inc. |
| 557-92/93 | Police | A & M Associates |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2028-93 Proposed new benchmarks for Fiscal Year 1993-94.
(Calendar Item No. 5)

March 1, 1993: 1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.

2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 salary survey.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: 1. Continue Class 6331 Building Inspector at Fiscal Year 1992-93 salary rate; no futher action pending fact finder's report.

2. Continue Class 3417 Gardener at Fiscal Year 1992-93 salary rate pending completion of meet and confer.

3. Adopt balance of proposed new benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II and 5210 Senior Civil Engineer for inclusion in the 1993-94 Salary Survey.

COMPENSATION MATTERS (cont.)

2029-93

Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies. (Calendar Item No. 3)

March 1, 1993: 1. Direct the General Manager, Personnel to make a further inquiry about Cooperative Personnel Services' unwillingness or inability to collect private industry data.

 2. Direct the General Manager, Personnel to determine why data from the Santa Clara Valley Water District is not included in the survey.

 3. Direct the General Manager, Personnel and request the City Attorney to meet with representatives of the 1466 Meter Reader class in this matter and attempt to agree upon a resolution by the next Civil Service Commission meeting.

 4. Over to the meeting of March 15, 1993.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: 1. Abolish the Meter Reader Benchmark.

 2. Reassign Class 1466 Meter Reader to the Plumber benchmark.

 3. Grant Positive Internal Adjustment of 2% to Class 1466 Meter Reader.

 4. Implementation of actions 1 through 3 contingent on a written settlement agreement.

(Vote of 3 to 2: Commissioners Uyehara and Rios dissenting).

2039-93

Fiscal Year 1993-94 Salary Standardization, Charter Section 8.407, adjustments and amendments, inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (Calendar Item No. 4)

March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; forward to the Board of Supervisors.

IN-SERVICE MATTERS

6461-92

Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough).
(Calendar Item No. 2)

March 15, 1993:

1. Adopt for Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, and San Francisco Association of Personnel Professionals.
(Vote of 4 to 1: Commissioner Mickins dissents.)
2. Post an amendment to Civil Service Commission Rule 22 to include:

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

3. Prepare a resolution to urge the Retirement System to accept the factfinder's recommendation on the impact of imposed furlough on an employee's retirement benefit. (Vote of 5 to 0.)

April 5, 1993:

Meeting cancelled due to lack of a quorum.

Action:

1. Request that the Public Utilities Commission delay implementation of Unpaid Administrative Leave (Furlough) imposed on employees represented by Local 1305 scheduled to be effective starting April 15, 1993.
2. Direct staff to investigate alleged violations by Public Utilities Commission reported by Mike Cook, Local 1305, for report at the Civil Service Commission meeting of April 19, 1993.

SPEAKERS

- Don Condin
- Don Baso
- Don Fross
- Mary Hanni
- David Novogrodsky
- Todd Huntington
- Bob McDonnell



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**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

MINUTES OF MEETING

REGULAR MEETING - APRIL 19, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Munson
 Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Donovan presided

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MINUTES.

- A. Regular Meeting of March 15, 1993
- B. Special Meeting of April 12, 1993

Action: Approve.

ANNOUNCEMENTS.

The Executive Session of April 19, 1993 was cancelled.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



CLASSIFICATION MATTERS (cont.)

1021-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|-----------------|--|-------------------|
| 535-92/93 | Retirement | Noetics Group |
| 539-92/93 | City Attorney | Gruen & Gruen |
| March 15, 1993: | 1. Contract Number 539-92/93 over to the meeting of April 5, 1993 at the request of the City Attorney's Office. | |
| | 2. Contract Number 535-92/93 over to the meeting of April 5, 1993 by Commission action. | |
| April 5, 1993: | Meeting cancelled due to lack of a quorum. | |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |

1032-93 Review of requests for approval of proposed personal services contracts number 541-92/93 through 549-92/93, 551-92/93 through 556-92/93, and 558-92/93 through 596-92/93. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------------|--|
| 541-92/93 | Airport | The Parry Company |
| 542-92/93 | Airport | Jancyn Company |
| 543-92/93 | Airport | Janis Bell |
| 544-92/93 | Art Commission | Joe Sam |
| 545-92/93 | CAO | Jack Golden |
| 546-92/93 | City Attorney | O'Melveny & Myers and the Law Offices of Pamela S. Jue |
| 547-92/93 | City Attorney | Brown & Wood and the Law Offices of Pamela S. Jue |
| 548-92/93 | Civil Service Commission | To Be Determined |

CLASSIFICATION MATTERS (cont.)

| <u>1032-93</u> (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------------------|---------------|---------------------------------|---------------------------------------|
| | 549-92/93 | S.F. Community College District | Personnel Concepts |
| | 551-92/93 | Controller | David M. Griffith and Associates |
| | 552-92/93 | Controller | David M. Griffith and Associates |
| | 553-92/93 | Controller | Trident Services |
| | 554-92/93 | Mayor's Office | Peter Lloyd Thompson |
| | 555-92/93 | Mayor's Office | Linda Schanfein |
| | 556-92/93 | Mayor's Office | Hilyard Wiggins |
| | 558-92/93 | Port | Carol M. Brown |
| | 559-92/93 | Public Utilities Commission | Daniel B. Steiner |
| | 560-92/93 | Public Works | Abacus Archaeological Associates |
| | 561-92/93 | Public Works | Holman and Associates |
| | 562-92/93 | Public Works | Basin Research Associates |
| | 563-92/93 | Public Works | Dames and Moore |
| | 564-92/93 | Public Works | Woodward Clyde Consultants |
| | 565-92/93 | Recreation and Park | S.F. League of Urban Gardeners (SLUG) |
| | 566-92/93 | Sheriff | Roger Sheldon |
| | 567-92/93 | Sheriff | Geese Theatre Company |
| | 568-92/93 | Sheriff | Center on Juvenile & Criminal Justice |
| | 569-92/93 | Sheriff | George Bach -Y- Rita |

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|-------------------|---|
| 1032-93 (cont.) | | |
| 570-92/93 | Sheriff | Occupational Health Services |
| 571-92/93 | Sheriff | Carolyn Block |
| 572-92/93 | Sheriff | Northern California Service League |
| 573-92/93 | Sheriff | Reverend J. Raymond Fox |
| 574-92/93 | Sheriff | Dr. Harry Edwards |
| 575-92/93 | Sheriff | San Mateo County School Service Fund |
| 576-92/93 | Sheriff | Man Alive - Hamish Sinclair |
| 577-92/93 | Sheriff | Jay Rice |
| 578-92/93 | Sheriff | Kathleen A. McBurney, Dr.. P.H., R.D. |
| 579-92/93 | Sheriff | Walden House, Inc. |
| 580-92/93 | Sheriff | Eclectic Communications, Inc. |
| 581-92/93 | Sheriff | Linda Connelly and Associates |
| 582-92/93 | Sheriff | University of Santa Clara School of Law |
| 583-92/93 | Sheriff | Stanford University School of Law |
| 584-92/93 | Sheriff | New College School of Law |
| 585-92/93 | Sheriff | Golden Gate University School of Law |
| 586-92/93 | Sheriff | University of San Francisco School of Law |

CLASSIFICATION MATTERS (cont.)

| <u>1032-93 (cont.)</u> | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|----------------------------|---------------|-------------------|--|
| | 587-92/93 | Sheriff | University of California at Davis School of Law |
| | 588-92/93 | Sheriff | University of California at Berkeley School of Law |
| | 589-92/93 | Sheriff | Hastings College of the Law |
| | 590-92/93 | Public Health | 18th Street Services |
| | 591-92/93 | Public Health | Walden House, Inc. |

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM FROM THE DEPARMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

| | | |
|-----------|---------------|--|
| 592-92/93 | Public Health | Asian American Recovery Services, Inc. |
| 593-92/93 | Public Health | Compumed, Inc. |
| 594-92/93 | Public Health | Haight Ashbury Free Clinics, Inc. (Jail Psychiatric Services) |
| 595-92/93 | Public Health | Carolyn K. Harvey, D.P.M. |
| 596-92/93 | Public Health | Western Dental Services, Inc. |

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1033-93 Classification of positions in various City departments.
(Calendar Item No. D)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|---------------------------------|---------------------|---|--|
| S.F. Community College District | 1 | 1844 Senior Management Assistant (Sch. 59.0 \$1626B1975) | Same |
| County Clerk/Recorder | 1 | 1650 Accountant (Sch. 52.1 \$1169B1414) | 1652 Senior Accountant (Sch. 56.0 \$1407B1706) |
| Public Health/Central Office | 1 | 1446 Secretary II (Sch. 51.9 \$1158B1401) | Same |

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

1034-93 Classification of various positions under "Express Position Classification Program."
(Calendar Item No. E)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Title</u> | <u>Recommended Class</u> |
|-------------------|---------------------|-------------------------------------|------------------------------|
| Port | 1 | 4308 Senior Collections Officer | Same |
| PUC/Water | 1 | 5208 Civil Engineer | Same |
| Public Works | 1 | 1408 Principal Clerk | Same |
| | 1 | 1844 Senior Management Assistant | Same |
| | 2 | 5212 Principal Engineer | Same |
| | 1 | 5242 Senior Electrical Engineer | Same |

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1041-93 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. C)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------|--|
| 597-92/93 | Airport | San Francisco Conservation Corps |
| 598-92/93 | Airport | Warren, McVeigh & Griffin, Inc. |
| 599-92/93 | Airport | Pacific State Airline Services, Inc. |
| 600-92/93 | Airport | Varitime Systems Corporation |
| 601-92/93 | Airport | San Mateo County, Roundtable Consultant |
| 602-92/93 | Controller | S.K. White Consulting |
| 603-92/93 | Controller | Tri-Pacific Consulting |
| 604-92/93 | Controller | S.K. White Consulting |
| 605-92/93 | Controller | Savvy, Inc. |
| 606-92/93 | Controller | Pacific Coast Systems |
| 607-92/93 | Controller | ACS Commercial Services Corp. |
| 608-92/93 | Juvenile Probation | National Council on Crime and Delinquency & Polaris Research |
| 609-92/93 | Juvenile Probation | Bayview Hunter Point Foundation |
| 610-92/93 | Juvenile Probation | Bay Area Urban League |
| 611-92/93 | Juvenile Probation | Ella Hill Hutch Community Center |
| 612-92/93 | Juvenile Probation | Y.W.C.A. of San Francisco |
| 613-92/93 | Juvenile Probation | Chinatown Youth Center |

CLASSIFICATION MATTERS (cont.)

| <u>1041-93</u> (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------------------|---------------|--------------------|---|
| | 614-92/93 | Juvenile Probation | Pilipino Early Intervention Program |
| | 615-92/93 | Juvenile Probation | Potrero Hill Neighborhood House |
| | 616-92/93 | Juvenile Probation | Bayview Hunters Point Foundation |
| | 617-92/93 | Juvenile Probation | Morrisania West, Inc. |
| | 618-92/93 | Juvenile Probation | Real Alternatives Program |
| | 619-92/93 | Public Works | Bay Area Tank & Marine |
| | 620-92/93 | Public Works | Dillard Environmental Services |
| | 621-92/93 | Public Works | East Carbon Development Corporation |
| | 622-92/93 | Public Works | Dr. Ghassan Tarakji, S.F. State University, Engineering Design Center |
| | 623-92/93 | Public Works | Business Development, Inc. |
| | 624-92/93 | Sheriff | Richard Kamier |
| | 625-92/93 | Social Services | S.F. Community College District |
| | 626-92/93 | Social Services | Children's Council of San Francisco |
| | 627-92/93 | Social Services | Salvation Army-Gateway Family Shelter |
| | 628-92/93 | Social Services | St. Vincent de Paul-Richmond Hills Shelter |
| | 629-92/93 | Social Services | Episcopal Community Services (MSC-North) |
| | 630-92/93 | Social Services | The Glide Foundation |

CLASSIFICATION MATTERS (cont.)

| 1041-93 (cont.) | NUMBER | DEPARTMENT | CONTRACTOR |
|--------------------|-----------|-----------------|--|
| | 631-92/93 | Social Services | St. Vincent de Paul Society of S.F. (MSC) |
| | 632-92/93 | Social Services | Glide Memorial Methodist Church |
| | 633-92/93 | Social Services | Dolores Street Community Center |
| | 634-92/93 | Social Services | The Episcopal Sanctuary |
| | 635-92/93 | Public Health | Berkeley Community Health Project |
| | 636-92/93 | Public Health | Starcare International |
| | 637-92/93 | Public Health | Surgical Staff, Inc. |
| | 638-92/93 | Public Health | TemPositions Health Care |
| | 639-92/93 | Public Health | The Registry Network, Inc. |
| | 640-92/93 | Public Health | Decade Software Company |
| | 641-92/93 | Public Health | AIDS Indigent Direct Services |
| | 642-92/93 | Public Health | AIDS Emergency Fund |
| | 643-92/93 | Public Health | AIDS Legal Referral Panel |
| | 644-92/93 | Public Health | American College of Traditional Chinese Medicine |
| | 645-92/93 | Public Health | Baker Places, Inc. |
| | 646-92/93 | Public Health | Bar Association of San Francisco |
| | 647-92/93 | Public Health | Bayview Hunter's Point Foundation |
| | 648-92/93 | Public Health | Bayview Hunter's Point Foundation/American Indian AIDS Institute |

CLASSIFICATION MATTERS (cont.)

| 1041-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|---|
| | 649-92/93 | Public Health | Black Coalition on AIDS |
| | 650-92/93 | Public Health | California Pacific Medical Center/HIV Center |
| | 651-92/93 | Public Health | California Pacific Medical Center/Operation Concern |
| | 652-92/93 | Public Health | California Pacific Medical Center/Visiting Nurses and Hospice |
| | 653-92/93 | Public Health | Catholic Charities of San Francisco |
| | 654-92/93 | Public Health | Continuum HIV Day Services |
| | 655-92/93 | Public Health | Family Service Agency |
| | 656-92/93 | Public Health | Filipino Task Force on AIDS |
| | 657-92/93 | Public Health | Gay Asian Pacific Alliance Community HIV Project |
| | 658-92/93 | Public Health | Golden Gate Community Inc./Bridge for Kids |
| | 659-92/93 | Public Health | Haight Ashbury Free Medical Clinic |
| | 660-92/93 | Public Health | Hartford Street Zen Center/Maitri AIDS Hospice |
| | 661-92/93 | Public Health | Health Outreach Team |
| | 662-92/93 | Public Health | Institute for Traditional Medicine |
| | 663-92/93 | Public Health | Larkin Street Youth Center |
| | 664-92/93 | Public Health | Lyon-Martin Women's Health Services |

CLASSIFICATION MATTERS (cont.)

| <u>1041-93 (cont.)</u> | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|----------------------------|---------------|-------------------|---|
| | 665-92/93 | Public Health | Mission Neighborhood Health Center |
| | 666-92/93 | Public Health | National Association for Visually Handicapped |
| | 667-92/93 | Public Health | Planned Parenthood |
| | 668-92/93 | Public Health | Professional Management Development Corp. |
| | 669-92/93 | Public Health | Project Open Hand |
| | 670-92/93 | Public Health | Rose Resnick Center for the Blind |
| | 671-92/93 | Public Health | St. Mary's Hospital & Medical Center |
| | 672-92/93 | Public Health | S.F. AIDS Foundation |
| | 673-92/93 | Public Health | S.F. Community Clinic Consortium |
| | 674-92/93 | Public Health | S.F. Food Bank |
| | 675-92/93 | Public Health | S.F. Network Ministries/Tenderloin AIDS Resource Center |
| | 676-92/93 | Public Health | S.F. Suicide Prevention |
| | 677-92/93 | Public Health | Shanti Project |
| | 678-92/93 | Public Health | The Support Center |
| | 679-92/93 | Public Health | University of the Pacific/School of Dentistry |
| | 680-92/93 | Public Health | UCSF/AIDS Clinic |
| | 681-92/93 | Public Health | UCSF/AIDS Health Project |
| | 682-92/93 | Public Health | UCSF/Center on Deafness |
| | 683-92/93 | Public Health | Westside Community Mental Health Center |

CLASSIFICATION MATTERS (cont.)

1041-93
(cont.)

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--|---------------------------------------|
| 684-92/93 | Public Health | Horizons Unlimited of S.F. Inc. |
| 685-92/93 | Public Health | Morrisania West, Inc. |
| 686-92/93 | Public Health | Potrero Hill Neighborhood House, Inc. |
| Action: | 1. Contract Number 600-92/93 over to the meeting of May 3, 1993 at the request of Local 21. | |
| | 2. Contracts Numbers 609 and 618-92/93 off calendar at the request of the Juvenile Probation Department. | |
| | 3. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser. | |

1042-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. F)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|------------------------------|---------------------|--|------------------------------|
| Sheriff | 1 | 1426 Senior Clerk Typist | Same |
| | 1 | 8308 Sheriff's Sergeant | |
| Public Library | 2 | 3616 Library Technical Assistant I | Same |
| | 5 | 3630 Librarian I | Same |
| Parking and Traffic | 1 | 1452 Executive Secretary II | Same |
| | 1 | 1652 Senior Accountant | Same |
| Medical/ Examiner Coroner | 1 | 2456 Assistant Forensic Toxicologist I | Same |
| Public Works | 1 | 1752 Senior Microphoto Technician | Same |

CLASSIFICATION MATTERS (cont.)

1042-93
(cont.)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-------------------|---------------------|-------------------------------------|------------------------------|
| Public Works | 1 | 5258 Senior Mechanical Engineer | Same |
| | 1 | 6138 Industrial Hygienist | Same |
| | 1 | 7282 Street Repair Supervisor II | Same |
| | 1 | 8173 Legal Assistant | Same |
| | 1 | 8173 Legal Assistant | Same |

Action: Adopt staff report.

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar Item No. 6)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|---------------------------------|---------------------|---|--|
| S.F. Unified School District | 1 | 1952 Purchaser (Sch. 56.8 \$1463B1773) | 1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230) |

November 16, 1992:

1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992:

Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

January 4, 1993:

Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.

February 1, 1993:

Over to the meeting of March 15, 1993 at the request of Local 21.

March 15, 1993:

Over to the meeting of April 19, 1993 by Commission action.

Action: Over to the meeting of May 3, 1993 at the request of Local 21. Special Order of Business at 2:30 p.m.

COMPENSATION MATTERS

2041-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. I)

March 15, 1993: Over to the meeting of April 5, 1993 by Commission action.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: 1. Item related to Arthur I. Laursen, Public Utilities Commission, over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.

2. Adopt staff report on remaining items; approve supervisory differential adjustments; notify departments accordingly.

2064-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. J)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2065-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. G)

| <u>Name and Class</u> | <u>Department</u> | <u>Step Requested</u> | <u>Step Recommended</u> |
|---|-------------------|-----------------------|-------------------------|
| Randy Ortega 2587 Health Worker III | Public Health | 3 | 3 |
| Ruby Henderson 1426 Senior Clerk Typist | War Memorial | 5 | 5 |
| *Arlene Boxton 1818 Management Information Specialist II | Airport | 4 | 4 |

*Step 4 approval effective date of Commission action.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2066-93 Appeal of denial of assault pay request from the Department of Public Health for Elizabeth Ouligian, Class 2320 Registered Nurse. (Calendar Item No. 7)

Action: Over to the meeting of May 3, 1993.

2075-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. K)

Action: Over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.

2076-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. H)

| <u>Name and Class</u> | <u>Department</u> | <u>Step Requested</u> | <u>Step Recommended</u> |
|--|-------------------|-----------------------|-------------------------|
| Kirk Bennett 9386 Senior Property Manager | Port | 5 | 5 |
| Dan Hodapp 5280 Planner III | Port | 5 | 5 |
| Herbert Manley 2110 Medical Records Clerk | Public Health | 3 | 3 |
| Gloria Santos 1872 Programmer Analyst | Controller | 3 | 3 |
| Melinda Hom 2555 Physical Therapy Assistant | Public Health | 5 | 5 |

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

| | | |
|---------|---|--|
| 2082-93 | Action regarding fact finding on proposed benchmarks of Class 6331 Building Inspector. (Calendar Item No. 7A) (Former File No. 2028-93) | |
| | March 1, 1993: | 1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff. 2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 Salary Survey. |
| | March 15, 1993: | Over to the meeting of April 5, 1993 at the request of staff. |
| | April 5, 1993: | Meeting cancelled due to lack of a quorum. |
| | April 12, 1993: | 1. Continue Class 6331 Building Inspector at Fiscal Year 1992-93 salary rate; no further action pending fact finder's report. 2. Continue Class 3417 Gardener on Fiscal Year 1992-93 salary rate pending completion of meet and confer. 3. Adopt balance of proposed new benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II and 5210 Senior Civil Engineer for inclusion in the 1993-94 Salary Survey. |
| | Action: | Recommend to the Board of Supervisors that the 1993-94 Salary Standardization Ordinance for miscellaneous employees be approved except for those classes proposed for assignment to the Gardener (Class 3417) and the Building Inspector (Class 6331 benchmarks). Reject the salary survey rates for those classes pending the outcome of meet and confer pursuant to the Employee Relations Ordinance. |
| 2083-93 | Report regarding meet and confer sessions on proposed new benchmarks of Class 3417 Gardener. (Calendar Item No. 7B) (Former File No. 2028-93) | |
| | March 1, 1993: | 1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff. 2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 Salary Survey. |
| | March 15, 1993: | Over to the meeting of April 5, 1993 at the request of staff. |

COMPENSATION MATTERS (cont.)

| | | |
|--------------------|-----------------|---|
| 2083-93 (cont.) | April 5, 1993: | Meeting cancelled due to lack of a quorum. |
| | April 12, 1993: | <ol style="list-style-type: none">1. Continue Class 6331 Building Inspector on Fiscal Year 1992-93 salary rate; no further action pending fact finders report.2. Continue Class 3417 Gardener on Fiscal Year 1992-93 salary rate pending completion of meet and confer.3. Adopt balance of proposed new benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II and 5210 Senior Civil Engineer for inclusion in the 1993-94 Salary Survey. |
| | Action: | Recommend to the Board of Supervisors that the 1993-94 Salary Standardization Ordinance for miscellaneous employees be approved except for those classes proposed for assignment to the Gardener (Class 3417) and the Building Inspector (Class 6331 benchmarks). Reject the salary survey rates for those classes pending the outcome of meet and confer pursuant to the Employee Relations Ordinance. |

EXAMINATION MATTERS

| | | |
|---------|--|--|
| 3198-92 | Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 14) | |
| | November 2, 1992: | Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney. |
| | December 7, 1992: | Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney. |
| | January 4, 1993: | Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department. |
| | March 1, 1993: | Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department. |
| | March 15, 1993: | Over to the meeting of April 5, 1993 at the request of Mr. Keeve's attorney. |
| | April 5, 1993: | Meeting cancelled due to lack of a quorum. |
| | Action: | Deny staff report. Grant appeal of Damon Z. Keeve. |

EXAMINATION MATTERS (cont.)

3520-93 Appeal of background rejection for Class H2 Firefighter by Sean A. Johnston.
(Calendar Item No. 25)

March 15, 1993: Over to the meeting of April 5, 1993 at
Mr. Johnston's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993.

3522-93 Appeal of background rejection for Class H2 Firefighter by Jay M. Cleland.
(Calendar Item No. 24)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Jay M. Cleland.

3524-93 Appeal of background rejection for Class H2 Firefighter by Christopher M. Bross.
(Calendar Item No. 15)

March 15, 1993: Over to the meeting of April 5, 1993 at
Mr. Bross's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993. The San Francisco Fire
Department to attempt to further corroborate its rejection.

3526-93 Appeal of background rejection for Class H2 Firefighter by Thomas P. Haney.
(Calendar Item No. 18)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Haney's
request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Thomas P. Haney.

3527-93 Appeal of background rejection for Class H2 Firefighter by Seth I. Rubenstein.
(Calendar Item No. 17)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr.
Rubenstein's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Seth I. Rubenstein.

EXAMINATION MATTERS (cont.)

3528-93 Appeal of background rejection for Class H2 Firefighter by Victor T. Baliao.
(Calendar Item No. 26)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Baliao's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Victor T. Baliao. (Vote of 3 to 1: Commissioner Uyehara dissents).

3529-93 Appeal of background rejection for Class H2 Firefighter by Kevin J. Pardini.
(Calendar Item No. 22)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Pardini's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Kevin J. Pardini.

3530-93 Appeal of background rejection for Class H2 Firefighter by John R. Kosta.
(Calendar Item No. 19)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of John R. Kosta subject to verification by San Francisco Fire Department of possession of valid California Driver License.

3531-93 Appeal of background rejection for Class H2 Firefighter by Warren K. Ness.
(Calendar Item No. 16)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report. Deny appeal of Warren K. Ness; sustain the decision of the Chief of the San Francisco Fire Department.

3534-93 Appeal of background rejection for Class H2 Firefighter by Thomas J. Duag.
(Calendar Item No. 23)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report. Deny appeal of Thomas J. Duag; sustain the decision of the Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

3535-93 Appeal of background rejection for Class H2 Firefighter by Michael B. Charlton.
(Calendar Item No. 21)

 April 5, 1993: Meeting cancelled due to lack of a quorum.

 Action: Off calendar.

3536-93 Appeal of background rejection for Class H2 Firefighter by David K. Gordon.
(Calendar Item No. 27)

 April 5, 1993: Meeting cancelled due to lack of a quorum.

 Action: Over to the meeting of May 3, 1993.

3545-93 Appeal of staff's denial of protest of the terms of the examination announcement for
Classes 4268 Assistant Chief Real Property Appraiser and 4269 Chief Appraiser.
(Calendar Item No. 8)

 Action: Adopt staff report; deny appeal of William Leal.

3550-93 Appeal of background rejection for Class H2 Firefighter by Beth M. Goudreau.
(Calendar Item No. 20)

 April 5, 1993: Meeting cancelled due to lack of a quorum.

 Action: Adopt staff report as to driving record. Deny appeal of Beth M.
Goudreau as to driving record; sustain the decision of the Chief of the
San Francisco Fire Department.

3769-92 Appeal of staff's denial of protest regarding the performance exercise examination for
Class 7355 Truck Driver. (Calendar Item No. O)

 April 5, 1993: Meeting cancelled due to lack of a quorum.

 Action: Over to the meeting of May 3, 1993 at the request of
the appellant's attorney.

IN-SERVICE MATTERS

4307-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. M)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4365-93 Appeal of staff's denial by Department of Social Services to add language waivers on requisitions in the following classifications: Class 2907 Eligibility Worker Supervisor, Class 2914 Social Worker Supervisor and Class 2944 Child Welfare Supervisor. (Calendar Item No. 9)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report; grant appeal of Department of Social Services. Department to submit a timetable of its schedule for complying with Civil Service Commission policy.

4366-93 Ratification of personnel actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from January 1, 1993 to March 31, 1993. (Calendar Item No. N)

Action: Approve.

4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. L)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993 at the request of staff.

4497-93 Appeal of the decision of the General Manager, Personnel by Robert Highfill to restrict future employment. (Calendar Item No. 11)

Action: Off calendar.

IN-SERVICE MATTERS (cont.)

4512-93 Appeal of decision of the General Manager, Personnel to deny the request by Natasha Gorbatenko to backdate seniority in Class 2846 Nutritionist. (Calendar Item No. 12)

Action: Over to the meeting of May 3, 1993 by Commission action.

4527-93 Report on Investigation into allegations by employee organizations of violations of Civil Service Commission Rule 22, Section 22.15 - Unpaid Administrative Leave (Furlough), as requested by the Civil Service Commission at its meetings of March 15 and April 12, 1993. (Calendar Item No. 10)

Report received.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 19, 1993

DISMISSAL OF PERMANENT EMPLOYEE

Michael Butler, 7514 General Laborer, 78/E-7, Department of Public Works, Street Cleaning/Forestry, 1/28/93. (Calendar Item No. 37)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 17, 1993 at Mr. Butler's request.

TERMINATION OF TEMPORARY APPOINTMENT

John Chase, 7378 Tile Setter, 2/E-2, Department of Public Works, Building Repair, 2/15/93. (Calendar Item No. 33)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Approve the separation. Return name to eligible list under waiver of certification as requested by the Department of Public Works. This waiver to remain in effect until submission of proof of a valid Class III or Class C Drivers License.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Dennis Darwin Harsh, 1426 Senior Clerk Typist, 6/CPE-239, District Attorney's Office, 2/19/93. (Calendar Item No. 32)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Off calendar; request for hearing withdrawn.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93. (Calendar Item No. 29)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 31)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92. (Calendar Item No. 36)

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of Mr. Otoya's attorney.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993 at Mr. Otoya's request.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 34)

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

Action: Over to the meeting of May 3, 1993 at the request of Local 3.

RESIGNATION - SERVICES UNSATISFACTORY

Rudy H. Uribe, 9102 Transit Car Cleaner, 1/E-7, Public Utilities Commission, San Francisco Municipal Railway, 3/2/93. (Calendar Item No. 35)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Accept the resignation as certified. No restriction on future employment as requested by the Public Utilities Commission.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

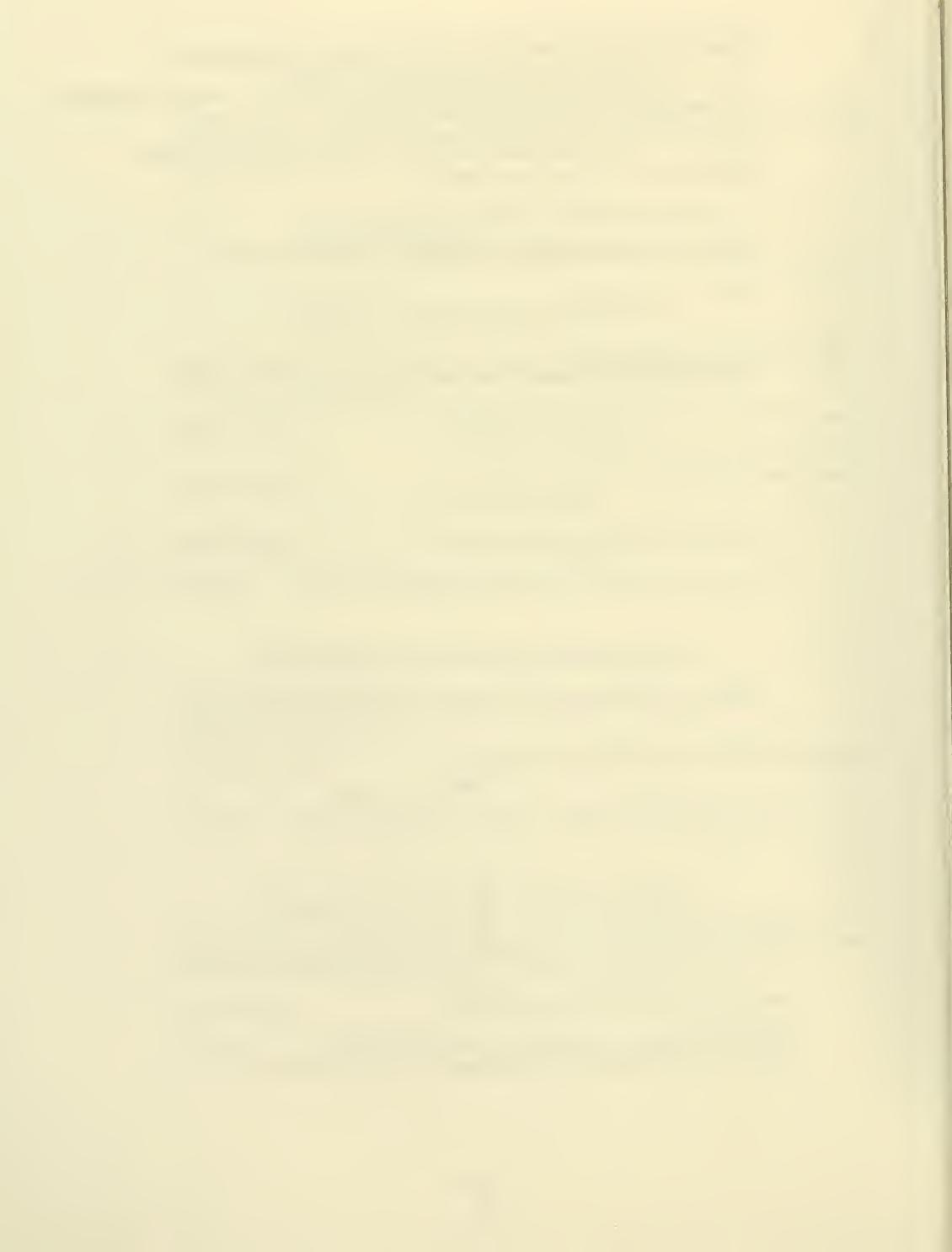
Ricky Williams, 2716 Custodial Assistant Supervisor, 1/CPE-3, Airports Commission, Custodial Service, 2/10/93. (Calendar Item No. 30)

Action: Over to the meeting of May 3, 1993 at Mr. Williams' request.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 38)

None.

ADJOURNMENT. (Calendar Item No. 39)



2041-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

Action: Over to the meeting of April 5, 1993 by Commission action.

2042-93 Reconsideration of staff denial of a request from the International Association of Bridge, Structural and Ornamental Ironworkers, Local 377, for internal adjustments. (Calendar Item No. 11)

Action: Adopt staff report; deny requests of Gene Vick.

2056-93 Salary adjustments arising out of the Salary Standardization process for Fiscal Year 1993-94. (Calendar Item No. 10)

Action: Adopt staff report; notify and forward to the Board of Supervisors.

EXAMINATION MATTERS

3181-92 Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (Calendar Item No. G)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

November 16, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

February 1, 1993: Over to the meeting of March 15, 1993 at Mr. Kendall's request.

Action: Off calendar; appeal withdrawn.

3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 14)

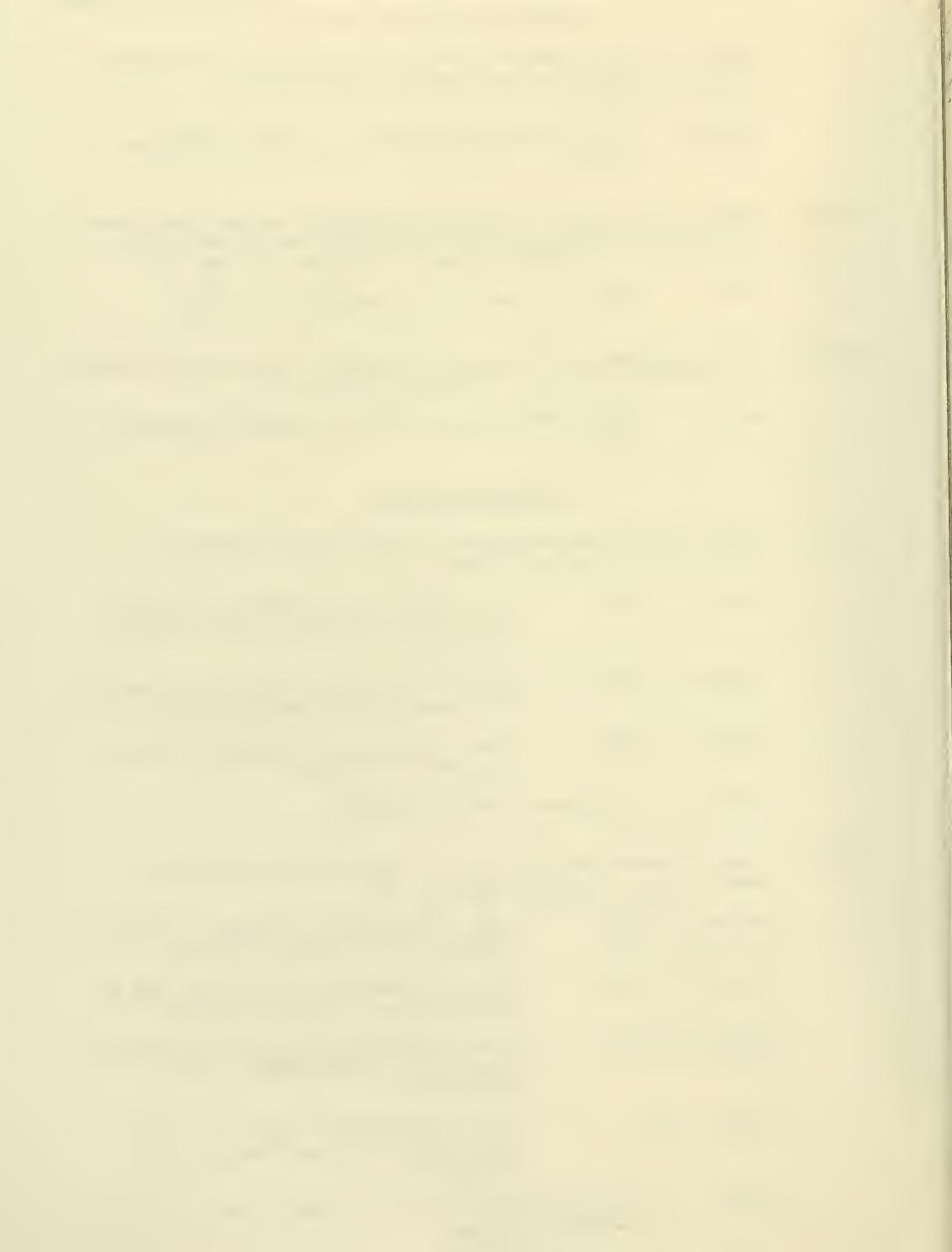
November 2, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney.

January 4, 1993: Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.

Action: Over to the meeting of April 5, 1993 at the request of Mr. Keeve's attorney.





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**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

MINUTES OF MEETING

REGULAR MEETING - MAY 3, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

Excused: Commissioner Donovan

Commissioner Uyehara presided

MINUTES.

- A. Special Meeting of April 12, 1993
- B. Regular Meeting of April 19, 1993

Action: Approve.

Cleo Donovan, President

Emi R. Uyehara, Vice President

Grant S. Mickins, Commissioner

A. Lee Munson, Commissioner

Juan Rios, Commissioner

Wendell L. Pryor, General Manager, Personnel

Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

The Civil Service Commission met in closed session on Monday, May 3, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to consult with its labor relations negotiator and to consider pending litigation in the matter of USA v. Davis, USDC Case Number C84-7089.

Present were Commissioners Uyehara, Mickins, Munson and Rios.

No action was taken. The Commission instructed its labor negotiator.

CLASSIFICATION MATTERS

1041-93 Review of request for approval of proposed personal services contract number 600-92/93 between the Airports Commission and the Varitime Systems Corporation. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|-----------------|--|------------------------------|
| 600-92/93 | Airport | Varitime Systems Corporation |
| April 19, 1993: | Contract Number 600-92/93 over to the meeting of May 3, 1993 at the request of Local 21. | |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |

1046-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------------------|---------------------------------|
| 687-92/93 | Civil Service Commission | Don Harrison (IMA, Inc.) |
| 688-92/93 | Civil Service Commission | Marti Porter Andrews |
| 689-92/93 | Commission on Status of Women | Asian Women's Shelter |
| 690-92/93 | Commission on Status of Women | Donaldina Cameron House |
| 691-92/93 | Commission on Status of Women | Family Violence Prevention Fund |

CLASSIFICATION MATTERS (cont.)

1046-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------------------|---|
| 692-92/93 | Commission on Status of Women | La Casa de las Madres |
| 693-92/93 | Commission on Status of Women | Nihonmachi Legal Outreach |
| 694-92/93 | Commission on Status of Women | S.F. Bar Association/ Cooperative Restraining Order |
| 695-92/93 | Commission on Status of Women | S.F. Bar Association- Volunteer Legal Services |
| 696-92/93 | Commission on Status of Women | S.F. Neighborhood Legal Assistance Foundation |
| 697-92/93 | Commission on Status of Women | St. Vincent de Paul Society/Rosalie House |
| 698-92/93 | Commission on Status of Women | WOMAN, Inc. |
| 699-92/93 | Controller | Nydell Technical Communications |
| 700-92/93 | Controller | Tim Meager & Associates, Inc. |
| 701-92/93 | Mayor's Office | S.F. Community Television Corporation |
| 702-92/93 | Port | Edgewater Consultants |
| 703-92/93 | Public Health | Northeast Medical Services |
| 704-92/93 | Public Health | Barnes Clarke Incorporated |
| 705-92/93 | Public Health | Bay Area Medical Transcription |
| 706-92/93 | Public Health | California Medical Transcription |
| 707-92/93 | Public Health | Transcription Stat, Inc. |

CLASSIFICATION MATTERS (cont.)

| 1046-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|--------------------------------|---|
| | 708-92/93 | Public Utilities Commission | The Planning Collaborative Commission |
| | 709-92/93 | Public Works | Moffatt and Nichol, Engineers |
| | 710-92/93 | Public Works | Rutherford & Chekene/SDE, an Association |
| | 711-92/93 | Social Services | Hamilton Family Center |
| | 712-92/93 | Social Services | Innovative Housing |
| | 713-92/93 | Social Services | Mission Housing Development Corp. |
| | 714-92/93 | Social Services | The Salvation Army |
| | 715-92/93 | Social Services | Private Industry Council of S.F., Inc. |
| | 716-92/93 | Social Services | Travelers Aid S.F. (Family/Childcare Center) |
| | 717-92/93 | Social Services | Catholic Charities (Guerrero House/Jelani House/Family Resource Center) |
| | 718-92/93 | Social Services | State of California, Employment Development Department (EDD) |
| | 719-92/93 | Social Services | Recreation Center for the Handicapped |
| | 720-92/93 | Social Services | Robert L. Tufel |
| | 721-92/93 | Social Services | Association for Retarded Citizens (ARC) |
| | 722-92/93 | Social Services | Geneva Social Development Center |

CLASSIFICATION MATTERS (cont.)

1046-93
(cont.)

| | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------|---------------|---|--|
| | 723-92/93 | Social Services | University of California/Early Parenting Project |
| | 724-92/93 | Social Services | Geri Brooks |
| | 725-92/93 | Social Services | Larkin Street Youth Center |
| | 726-92/93 | Public Works | R.H. and Associates |
| Action: | 1. | Contracts 705-92/93, 706-92/93 and 707-92/93 over to the meeting of May 17, 1993 at the request of the Department of Public Health. | |
| | 2. | Contract 699-92/93 over to the meeting of May 17, 1993 by Commission action. | |
| | 3. | Contract 710-92/93 approved (Vote of 3 to 1: Commissioner Rios dissents). | |
| | 4. | Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser. | |

1047-93 Classification of positions in various City departments.
(Calendar Item No. C)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|------------------------------|---------------------|---|--|
| S.F. Unified School District | 1 | 9976 Community Relations Specialist (Sch. 51.2 \$1120B1355) | 9977 Parent and Community Involvement Specialist (Sch. 54.0 \$1279B1550) Amended class specification as detailed in the staff report. |
| Controller | 1 | 1655 Systems Accountant (Sch. 61.0 \$1791B2178) | Same |
| | 1 | 1659 Chief Systems Accountant (Sch. 66.5 \$2342B2847) | Same |

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1048-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. D)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-------------------|-----------------|---------------------------------------|--------------------------|
| Sheriff | 29 | 8304 Deputy Sheriff | Same |
| | | 1 8274 Police Cadet | Same |
| PUC/Water | 1 | 1468 Water Services Clerk | Same |
| Airport | 1 | 5212 Principal Engineer | Same |
| | 1 | 5266 Architectural Associate II | Same |
| | 8 | 9202 Communications Dispatcher | Same |
| | 2 | 9203 Senior Communications Dispatcher | Same |
| | 13 | 9209 Police Service Aide | Same |

Action: Adopt staff report.

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar Item No. 10)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|------------------------------|-----------------|---|--|
| S.F. Unified School District | 1 | 1952 Purchaser (Sch. 56.8 \$1463B1773) Analyst | 1823 Senior Administrative (Sch. 61.5 \$1835B2230) |

November 16, 1992: 1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

CLASSIFICATION MATTERS (cont.)

1234-92
(cont.) January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.

February 1, 1993: Over to the meeting of March 15, 1993 at the request of Local 21.

March 15, 1993: Over to the meeting of April 19, 1993 by Commission action.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 21. Special Order of Business at 2:30 p.m.

Action: Adopt staff report. (Vote of 3 to 0: Commissioner Uyehara excused from voting on this matter by vote of the Commission in accordance with Charter Section 3.500).

COMPENSATION MATTERS

2041-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. E)

March 15, 1993: Over to the meeting of April 5, 1993 by Commission action.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Item related to Arthur I. Laursen, Public Utilities Commission, over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2066-93 Appeal of denial of assault pay request from the Department of Public Health for Elizabeth Ouligian, Class 2320 Registered Nurse.
(Calendar Item No. 6)

April 19, 1993: Over to the meeting of May 3, 1993.

Action: Adopt staff report; deny appeal. (Vote of 3 to 1: Commissioner Rios dissents).

COMPENSATION MATTERS (cont.)

2075-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. F)

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2090-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. G)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2095-93 Salary Standardization for Registered Nurse classifications (Charter Section 8.403), 1993-94. (Calendar Item No. I)

Action: Adopt staff report; forward to the Board of Supervisors.

2096-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. H)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|---------------------------------|-----------------------|-------------------------|
| Daryl Chang 7410 Automotive Service Worker | Airport | 5 | 5 |
| Larry Horn 9222 Airport Operations Coordinator | Airport | 2 | 2 |
| Teri Rueb 3541 Curator I | Airport | 3 | 3 |
| Gemma Pasto 8330 Director Log Cabin | Juvenile Probation | 3 | 3 |
| Paul Chew 1807 Management Information System I | S.F. Unified School District | 5 | 5 |

COMPENSATION MATTERS (cont.)

2096-93
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| Mark Mosley 8178 Senior Attorney | City Attorney | 3 | 3 |

Action: Adopt staff report.

EXAMINATION MATTERS

3029-93 Request to issue Classes 8308 Sheriff's Sergeant and 8310 Sheriff's Lieutenant examination announcement on a "Promotive Only" basis. (Calendar Item No. 0)

Action: Approve request for promotive only examinations; issue examination announcements for Classes 8308 and 8310 as Promotive Only; limit eligibility to Sheriff's Department employees.

3520-93 Appeal of background rejection for Class H2 Firefighter by Sean A. Johnston. (Calendar Item No. 12A)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Johnston's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

Action: Reject staff report. Grant appeal of Sean A. Johnston. (Vote of 3 to 1: Commissioner Munson dissents).

3524-93 Appeal of background rejection for Class H2 Firefighter by Christopher M. Bross. (Calendar Item No. 12)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Bross's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993. The San Francisco Fire Department to attempt to further corroborate its rejection.

Action: Adopt staff report. Deny appeal of Christopher M. Bross; sustain the decision of the Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

3536-93 Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (Calendar Item No. Q)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

Action: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.

3769-92 Appeal of staff's denial of protest regarding the performance exercise examination for Class 7355 Truck Driver. (Calendar Item No. 7)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the appellant's attorney.

Action: Over to the meeting of May 17, 1993 at the request of the appellant's attorney.

IN-SERVICE MATTERS

4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. K)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.

Action: Over to the meeting of June 7, 1993 at the request of staff.

4512-93 Appeal of decision of the General Manager, Personnel to deny the request by Natasha Gorbatenko to backdate seniority in Class 2846 Nutritionist. (Calendar Item No. P)

April 19, 1993: Over to the meeting of May 3, 1993 by Commission action.

Action: Over to the meeting of June 7, 1993 at the joint request of the Civil Service Commission and Ms. Gorbatenko's attorney.

IN-SERVICE MATTERS (cont.)

4513-93 Approval of departmental affirmative action plans for the Department of City Planning and the District Attorney's Office.
(Calendar Item No. M)

Action: Approve the departmental affirmative action plans for the Department of City Planning and the District Attorney's Office.

4554-93 Appeal of hiring procedures in Class 8228 Senior Museum Guard by Diane Jaros. (Calendar Item No. 8)

Action: Over to the meeting of May 17, 1993 at the request of Local 790.

4567-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. L)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4568-93 Appointment of Trustee for the Transport Workers Union - San Francisco Municipal Railway Trust Fund. (Calendar Item No. N)

Action: Adopt staff report.

4589-93 Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal.
(Calendar Item No. 9)

Action: Over to the meeting of May 17, 1993 at the request of staff.

IN-SERVICE MATTERS (cont.)

6461-92 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (Calendar Item No. J)

December 14, 1992: Adopt as amended. (Vote of 4 to 1: Commissioner Mickins dissents.)

1. The Civil Service Commission has offered to meet and confer on amendments to Rule 22 to provide for unpaid furloughs for employees of the City and County of San Francisco and the San Francisco Community College District and the San Francisco Unified School District. The largest City employee organization, SEIU Locals 250, 535, and 790 refused to meet and confer regarding an amendment to provide for mandatory furloughs, asserting that such amendments are barred by the Charter and its Memorandum of Understanding (MOU). Accordingly, the Commission finds that SEIU, on behalf of its members has waived meet and confer. The Commission further finds no merit to SEIU's assertions, and no bar to the Commission's exercise of its Charter authority and management prerogative to promulgate rules permitting departments to utilize mandatory furloughs as a mechanism of relieving employees from duties through temporary layoffs, without the disruption that could be caused through utilization of the "bumping" provisions of Rule 32. (Vote of 3 to 2: Commissioners Mickins and Rios dissent.)
2. As of today, meet and confer has been completed with all City employee representatives that participated in meet and confer except: Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, Local 200, Local 250-A and San Francisco Association of Personnel Professionals. These nine (9) employee organizations have completed meet and confer, as well as mediation. The amendments adopted today in large part incorporate the changes suggested by the mediator in his December 10, 1992 report. Some or all of the nine (9) employee organizations which have completed mediation may accept the Commission's offer to participate in factfinding. Until the completion of factfinding, or until factfinding is waived, the amendments to Rule 22 adopted

IN-SERVICE MATTERS (cont.)

6461-92
(cont.)

today shall not apply to employees in units represented by these employees groups. Further, the Commission will consider any additional recommendations of the factfinder, and if appropriate, may adopt further changes to the Rule 22 amendments. (Vote of 5 to 0.)

3. The amendments to Rule 22 shall not apply to Uniformed members of the Police and Fire Departments, and to Airport Police Officers to the extent any impasse procedures required by Charter have not been exhausted. (Vote of 5 to 0.)
4. As to those employee organizations which have waived or completed meet and confer, Rule 22 shall be considered amended as of today, and its amended provisions shall be effective immediately. (Vote of 4 to 1: Commissioner Mickens dissents.)
5. The General Manager, Personnel is directed to report the results of the application of Rule 22 to the Civil Service Commission at the first meeting in July 1993. The General Manager, Personnel is also directed to prepare a letter to department heads encouraging them to give credit to employees who have taken Unpaid Time Off. (Vote of 5 to 0.)
6. The Civil Service Commission will send a letter to the Mayor requesting that he include himself, his staff and department heads in a furlough program.

March 15, 1993:

1. Adopt for Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, and San Francisco Association of Personnel Professionals. (Vote of 4 to 1: Commissioner Mickins dissents.)
2. Post an amendment to Civil Service Commission Rule 22 to include:

IN-SERVICE MATTERS (cont.)

6461-92
(cont.)

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

3. Prepare a resolution to urge the Retirement System to accept the factfinder's recommendation on the impact of imposed furlough on an employee's retirement benefit. (Vote of 5 to 0.)

April 5, 1993:

Meeting cancelled due to lack of a quorum.

April 12, 1993:

1. Request that the Public Utilities Commission delay implementation of Unpaid Administrative Leave (Furlough) imposed on employees represented by Local 1305 scheduled to be effective starting April 15, 1993.
2. Direct staff to investigate alleged violations by Public Utilities Commission reported by Mike Cook, Local 1305, for report at the Civil Service Commission meeting of April 19, 1993.

Action:

1. Approve the application of the furlough rule to employees represented by Locals 200 and 250-A (Vote of 3 to 1: Commissioner Mickins dissents).
2. The General Manager of the Public Utilities Commission to consult with the City Attorney prior to imposing furlough to employees represented by Locals 200 and 250-A.

GENERAL MANAGER'S REPORT. (Calendar Item No. 21)

A. Status of Fiscal Year 1993-94 Civil Service Commission Budget Request.

Report received. The General Manager, Personnel directed to pursue a fully funded budget as submitted to the Mayor on February 1, 1993.

B. Other Matters.

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 3, 1993

SEPARATIONS FROM THE SERVICE

RESIGNATION - SERVICES UNSATISFACTORY

Kim Y. Hang, 1220 Payroll Clerk, 19/E-8, San Francisco Unified School District, 3/27/93. (Calendar Item No. 19)

Action: Off calendar. Appeal withdrawn.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93. (Calendar Item No. 14)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

Action: Over to the meeting of May 17, 1993 at Ms. Hawkins' request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gina M. Nunez-Stevert, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93. (Calendar Item No. 17)

Action: Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stevert and the Department of Social Services.

DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92.
(Calendar Item No. 20)

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of Mr. Otoya's attorney.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Mr. Otoya's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 18)

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.

Action: Over to the meeting of May 17, 1993 due to department's failure to attend.

APPEAL OF AUTOMATIC RESIGNATION

Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.
(Calendar Item No. 16)

Action: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Ricky Williams, 2716 Custodial Assistant Supervisor, 1/CPE-3,
Airports Commission, Custodial Service, 2/10/93.
(Calendar Item No. 15)

April 19, 1993: Over to the meeting of May 3, 1993 at Mr.
Williams' request.

Action: Approve the separation. Reinstate to a position in the
class from which promoted (Class 2708 Custodian).

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 22)

None.

ADJOURNMENT. (Calendar Item No. 23)

From Commissioner Juan Rios:

In memory of Cesar Chavez who died on April 23, 1993 in Arizona. Cesar Chavez was a great labor and civil rights leader. As a union leader in the 1960's and 1970's he was able to touch the consciousness of many Americans through the use of strikes, boycotts and the mass media. With his Gandhian non-violence and uncompromising love for the poor, he staged repeated boycotts and health threatening fasts to fight union-busting laws and the overuse of pesticides that had an affect on farm workers. Cesar Chavez was a friend to all, and a great humanitarian.



5/93
CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

SPECIAL MEETING - MAY 25, 1993

PART I - 3 p.m.

DOCUMENTS SECTION
JUN 9 1993
SAN FRANCISCO
PUBLIC LIBRARY

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Uyehara

Excused: Commissioner Munson
Commissioner Rios

Commissioner Donovan presided

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 MIN (10) BOX 41

MINUTES:

Regular Meeting of May 3, 1993.

Action: Approve as amended to reflect Commissioner Uyehara's dissent on Item 20 (page 17 of the Minutes).

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

A. The Civil Service Commission met in closed session on Tuesday, May 25, 1993 at 1:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations issues and to confer with the City Attorney regarding pending litigation in the matter of Wong et al. v. City and County of San Francisco (Superior Court Number 951-197).

Present were Commissioners Donovan, Mickins and Uyehara.

1. The Commission directed the City Attorney not to appeal the decision of the Superior Court in the matter of Wong et al. v. the City and County of San Francisco (Superior Court Number 951-197).
2. The Commission instructed its labor negotiator.

B. Due to the Independence Day holiday which will be observed on Monday, July 5, 1993, the Civil Service Commission meeting normally held on this date is cancelled. The Commission will meet once during the month of July, on Monday, July 19, 1993.

CLASSIFICATION MATTERS

1046-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|----------------------------------|
| 699-92/93 | Controller | Nydell Technical Communications |
| 705-92/93 | Public Health | Bay Area Medical Transcription |
| 706-92/93 | Public Health | California Medical Transcription |
| 707-92/93 | Public Health | Transcription Stat, Inc. |

May 3, 1993: 1. Contracts 705-92/93, 706-92/93 and 707-92/93 over to the meeting of May 17, 1993 at the request of the Department of Public Health.

2. Contract 699-92/93 over to the meeting of May 17, 1993 by Commission action.

May 17, 1993: Meeting cancelled due to lack of a quorum.

CLASSIFICATION MATTERS (cont.)

1046-93
(cont.) Action: 1. Contract 699-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.

2. Contract Numbers 705-92/93, 706-92/93 and 707-92/93 over to the meeting of June 7, 1993 at the request of the Department of Public Health.

1051-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------------------|--|
| 727-92/93 | Airport | DuDell Associates, Inc. |
| 728-92/93 | CAO | Ross Drulis & Assoc./Hood-Miller Assoc., A Joint Venture |
| 729-92/93 | City Attorney | Golden Gate University, New College of California, University of San Francisco, University of California Berkeley Boalt Hall |
| 730-92/93 | Commission on Status of Women | WOMAN, Inc. |
| 731-92/93 | Controller | Main Consulting |
| 732-92/93 | Controller | Melotech, Inc. |
| 733-92/93 | District Attorney | Mike Noonan |
| 734-92/93 | District Attorney | Informatix, Inc. |
| 735-92/93 | Mayor's Office | Career Resources Development Center |
| 736-92/93 | Mayor's Office | Bernal Gang Prevention/Youth Outreach Program |

CLASSIFICATION MATTERS (cont.)

| 1051-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|--------------------------------|---|
| | 737-92/93 | Port | Sedway & Associates |
| | 738-92/93 | Port | To Be Determined |
| | 739-92/93 | Public Utilities Commission | Hooper, Hooper, Owen & Gould |
| | 740-92/93 | Public Utilities Commission | Manna Consultants, Inc. |
| | 741-92/93 | Public Utilities Commission | Ronald Yoshiyama |
| | 742-92/93 | Public Works | BWF Consulting Engineers |
| | 743-92/93 | Public Works | DPAS |
| | 744-92/93 | Social Services | International Institute |
| | 745-92/93 | Social Services | Audrey L. Smith Development Center, Inc. |
| | 746-92/93 | Public Health | Bayview-Hunter's Point Foundation/American Indian AIDS Institute |
| | 747-92/93 | Public Health | California Pacific Medical Center/Operation Concern |
| | 748-92/93 | Public Health | California Prostitute Education Project (CAL-PEP) |
| | 749-92/93 | Public Health | Central City Hospitality House |
| | 750-92/93 | Public Health | Community United Against Violence (CUAV) |
| | 751-92/93 | Public Health | 18th Street Services |
| | 752-92/93 | Public Health | Gay Asian Pacific Alliance Community HIV Project (GCHP) |

CLASSIFICATION MATTERS (cont.)

1051-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 753-92/93 | Public Health | Glide Foundation |
| 754-92/93 | Public Health | Hispanic Headquarters Advertising |
| 755-92/93 | Public Health | Japanese Community Youth Council (JCYC) |
| 756-92/93 | Public Health | National Task Force on AIDS Prevention |
| 757-92/93 | Public Health | Planned Parenthood of Alameda/S.F. |
| 758-92/93 | Public Health | Polaris Research and Development |
| 759-92/93 | Public Health | S.F. Network Ministries/Tenderloin AIDS Resource Center |
| 760-92/93 | Public Health | San Francisco AIDS Foundation |
| 761-92/93 | Public Health | Regents of the University of California/AIDS Health Project |
| 762-92/93 | Public Health | Chronic Fatigue Immune Dysfunction Syndrome Foundation |
| 763-92/93 | Public Health | Genisys Decision Corporation |
| 764-92/93 | Public Health | Keye Productivity Center |

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARIES ARE FROM
THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 765-92/93 | Public Health | Audrey L. Smith Developmental Center, Inc. |

CLASSIFICATION MATTERS (cont.)

| 1051-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|---|--|
| | 766-92/93 | Public Health | Bayview Hunter's Point Foundation |
| | 767-92/93 | Public Health | California Medivan dba MV Transportation |
| | 768-92/93 | Public Health | Catholic Charities of San Francisco |
| | 769-92/93 | Public Health | Episcopal Community Services |
| | 770-92/93 | Public Health | Instituto Familiar de la Raza |
| | May 17, 1993: | Meeting cancelled due to lack of a quorum. | |
| | Action: | 1. Contracts Number 731-92/93 and 732-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office. | |
| | | 2. Contracts Number 733-92/93 and 734-92/93 over to the meeting of June 7, 1993 at the request of the District Attorney's Office. | |
| | | 3. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser. | |

EXAMINATION MATTERS

| | | |
|---------|---|--|
| 3062-93 | Appeal of the staff's decision to reject the application of Robert Alan Mansfield for the position of Class 1426 Senior Clerk Typist. (Calendar Item No. 9) | |
| | May 17, 1993: | Meeting cancelled due to lack of a quorum. |
| | Action: | Adopt staff report. Deny appeal of Robert Alan Mansfield. (Mr. Mansfield failed to appear) |
| 3536-93 | Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (Calendar Item No. G) | |
| | April 5, 1993: | Meeting cancelled due to lack of a quorum. |
| | April 19, 1993: | Over to the meeting of May 3, 1993. |

EXAMINATION MATTERS (cont.)

3536-93
(cont.) May 3, 1993: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.

May 17, 1993: Meeting cancelled due to lack of quorum.

Action: Over to the meeting of June 7, 1993 at the request of the San Francisco Fire Department.

3769-92 Appeal of staff's denial of protest regarding the performance exercise examination for Class 7355 Truck Driver.
(Calendar Item No. 8)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the appellant's attorney.

May 3, 1993: Over to the meeting of May 17, 1993 at the request of the appellant's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action:

1. Adopt staff report; deny appeal of Mohamed M. Dastghaib.
2. Staff directed to review the procedures related to administration of performance-type tests.

IN-SERVICE MATTERS

4554-93 Appeal of hiring procedures in Class 8228 Senior Museum Guard by Diane Jaros. (Calendar Item No. 6)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Local 790.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Local 790.

IN-SERVICE MATTERS (cont.)

4589-93 Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal. (Calendar Item No. 7)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of staff.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Local 3.

4636-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. E)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4644-93 Request for temporary exempt status for Elections Workers in the Office of the Registrar of Voters. (Calendar Item No. C)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; approve request to grant temporary exempt status to elections workers in the Office of the Registrar of Voters for the period from July 1, 1993 through June 30, 1994.

4645-93 Request for continuation of temporary exempt status for Class P-103 Special Duty (Per Diem) Nurse. (Calendar Item No. D)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

IN-SERVICE MATTERS (cont.)

4646-93 Request from the Adult Probation Department to backdate limited tenure appointment in Class 8434 Supervising Adult Probation Officer. (Calendar Item No. F)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

6461-92 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (Calendar Item No. H)

May 17, 1993: Meeting cancelled due to lack of a quorum.

March 15, 1993: Post an amendment to Civil Service Commission Rule 22 to include:

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

Action: Adopt.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - MAY 25, 1993

PART II - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Rosa Armas, 4321 Cashier II, 17/CPE-2, Department of Parking and Traffic, Residential Parking, 4/22/93. (Calendar Item No. 16)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity/Affirmative Action Unit.

DISMISSAL OF PERMANENT EMPLOYEE

Noy Avila, 9163 Transit Operator, 21/E-115, Public Utilities Commission, San Francisco Municipal Railway, 2/26/93. (Calendar Item No. 19)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

Michael Butler, 7514 General Laborer, 78/E-7, Department of Public Works, Street Cleaning/Forestry, 1/28/93. (Calendar Item No. 18)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at Mr. Butler's request.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized alcohol and/or drug rehabilitation program. Not to be employed again by the Department of Public Works.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93. (Calendar Item No. 11)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

May 3, 1993: Over to the meeting of May 17, 1993 at Ms. Hawkins' request.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Ms. Hawkins' representative.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 12)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gina M. Nunez-Stevers, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93.
(Calendar Item No. 14)

May 3, 1993: Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stevers and the Department of Social Services.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Local 535.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 17)

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.

May 3, 1993: Over to the meeting of May 17, 1993 due to department's failure to attend.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Local 3.

APPEAL OF AUTOMATIC RESIGNATION

Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.
(Calendar Item No. 13)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Mr. Smith's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Isaac M. Wolridge, 9163 Transit Operator, 245/E-133, Public Utilities Commission, San Francisco Municipal Railway, 4/8/93. (Calendar Item No. 15)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at Mr. Wolridge's request.

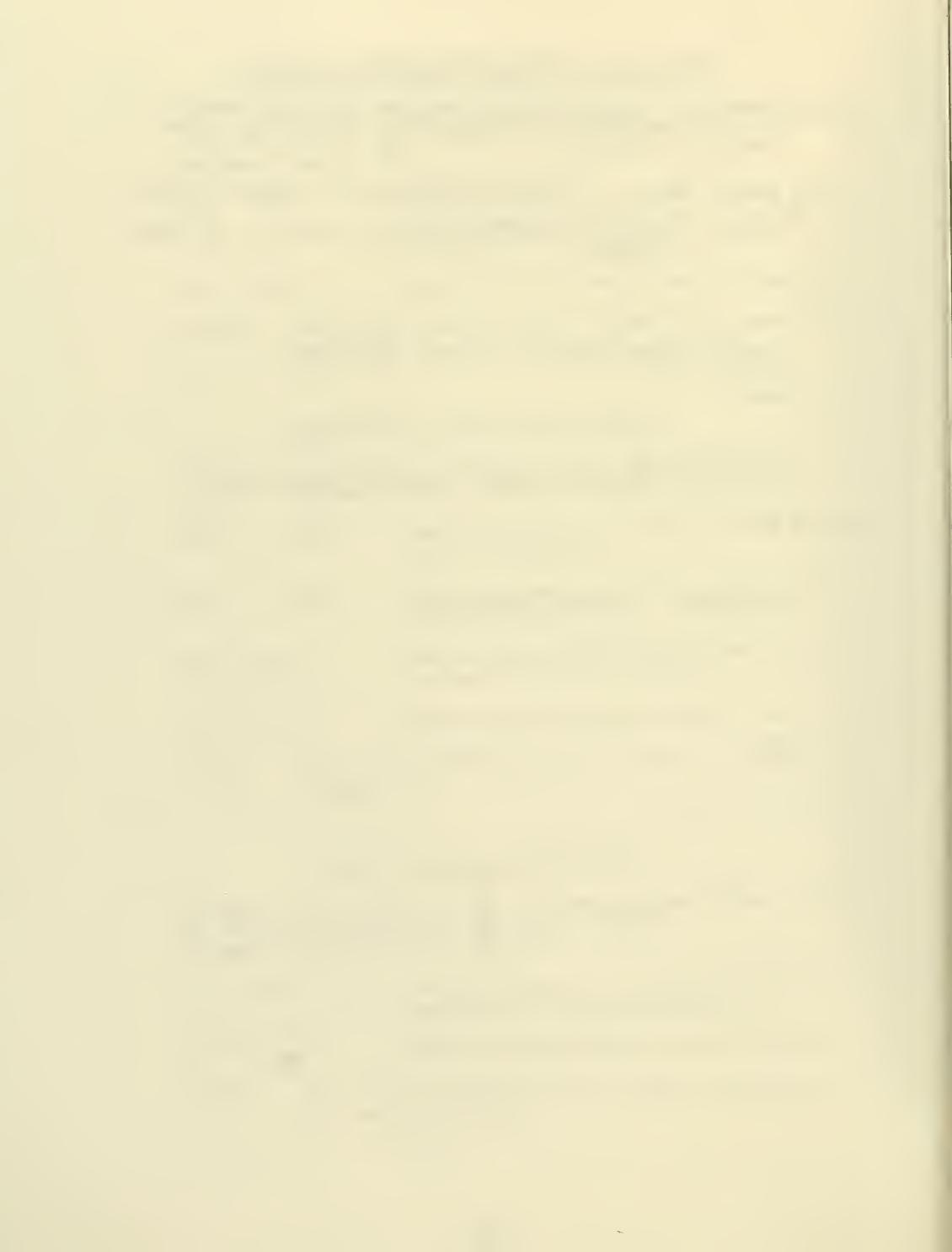
GENERAL MANAGER'S REPORT. (Calendar Item No. 20)

None.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 21)

None.

ADJOURNMENT. (Calendar Item No. 22)



DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92.
(Calendar Item No. 20)

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of Mr. Otoya's attorney.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Mr. Otoya's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission. (Vote of 3 to 1: Commissioner Uyehara dissents)

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 18)

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

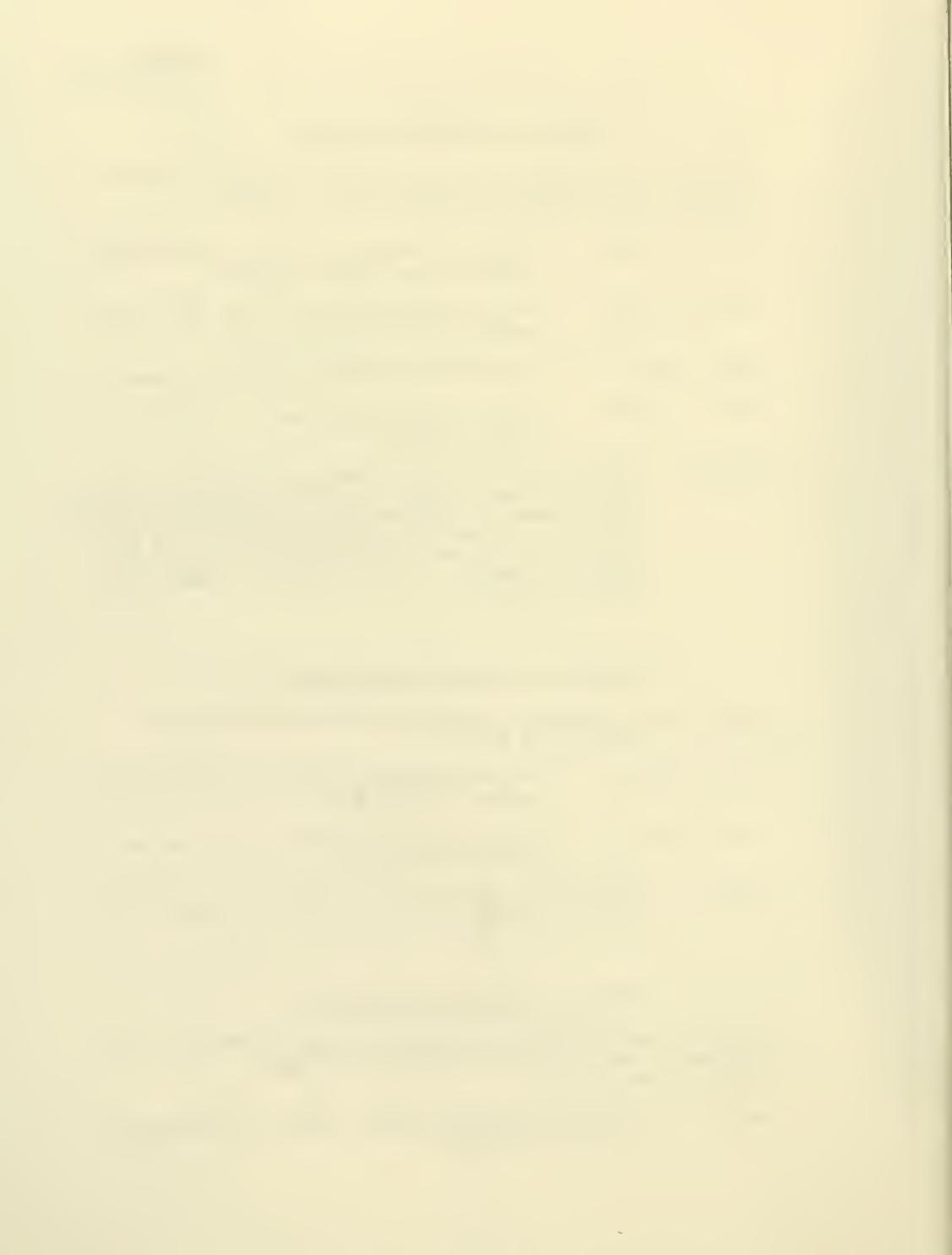
April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.

Action: Over to the meeting of May 17, 1993 due to department's failure to attend.

APPEAL OF AUTOMATIC RESIGNATION

Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.
(Calendar Item No. 16)

Action: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.





CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

MAY 25, 1993

ROOM 52A (BASEMENT) CITY HALL

2:30 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Uyehara

Excused: Commissioner Munson
 Commissioner Rios

Commissioner Donovan presided

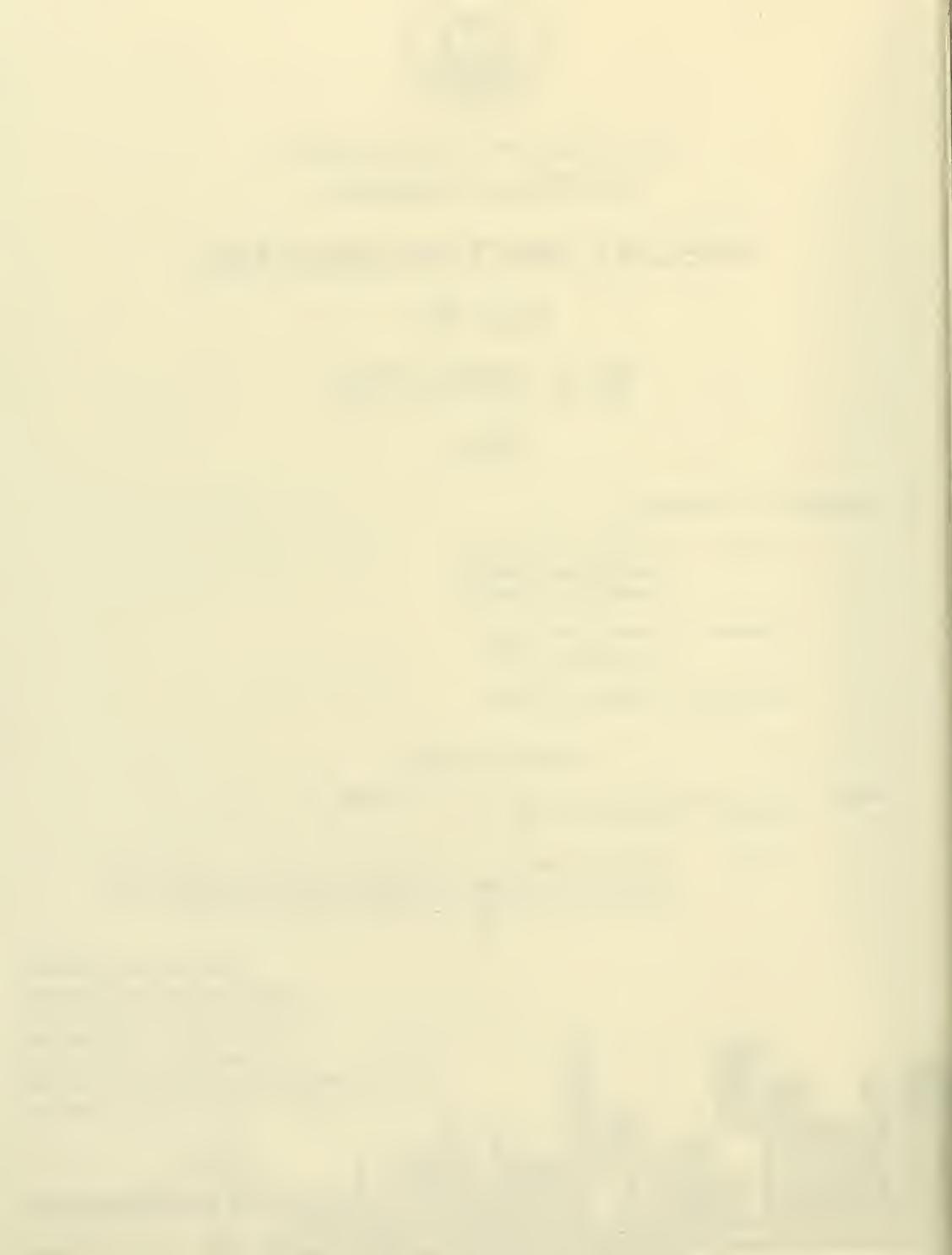
IN-SERVICE MATTERS

4695-93 Status of Civil Service Commission Budget Request, Fiscal Year 1993-94. (Calendar Item No. 1)

Action: Report presented. The Commission directed that a letter be sent to the Mayor from the Commission regarding the Civil Service Commission 1993-94 Budget Request.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary







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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - JUNE 7, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

Commissioner Donovan presided

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MINUTES.

Regular Meeting of May 25, 1993.

Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

A. Cancellation of July 5, 1993 meeting.

Due to the Independence Day holiday which will be observed on Monday, July 5, 1993, the Civil Service Commission meeting normally held on this date is cancelled. The Commission will meet once during the month of July, on Monday, July 19, 1993.

B. The Civil Service Commission met in closed session on Monday, June 7, 1993 at 1:15 p.m. in Room 154C City Hall pursuant to Sections 54957.6, 54956.9 and 54957 of the Government Code of the State of California regarding labor relations, potential litigation and a personnel issue.

Present were Commissioners Donovan, Uyehara, Mickins, Munson and Rios.

1. The Commission instructed its labor negotiator.

2. The Commission consulted with the City Attorney in the matter involving potential litigation and the personnel item.

ELECTION OF OFFICERS.

Commissioner Emi Uyehara elected President; Commissioner Juan Rios elected Vice President for terms of office expiring May 31, 1994.

CLASSIFICATION MATTERS

1041-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------|-----------------------------------|
| 609-92/93 | Juvenile Probation | Bayview Hunter's Point Foundation |
| 618-92/93 | Juvenile Probation | Real Alternatives Program |

April 19, 1993: Contracts Numbers 609 and 618-92/93 off calendar at the request of the Juvenile Probation Department.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1046-93 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|----------------------------------|
| 699-92/93 | Controller | Nydell Technical Communications |
| 705-92/93 | Public Health | Bay Area Medical Transcription |
| 706-92/93 | Public Health | California Medical Transcription |
| 707-92/93 | Public Health | Transcription Stat, Inc. |

May 3, 1993: 1. Contracts 705-92/93, 706-92/93 and 707-92/93 over to the meeting of May 17, 1993 at the request of the Department of Public Health.

2. Contract 699-92/93 over to the meeting of May 17, 1993 by Commission action.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: 1. Contract Number 699-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.

2. Contract Numbers 705-92/93, 706-92/93 and 707-92/93 over to the meeting of June 7, 1993 at the request of the Department of Public Health.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1051-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. C)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------|
| 731-92/93 | Controller | Main Consulting |
| 732-92/93 | Controller | Melotech, Inc. |
| 733-92/93 | District Attorney | Mike Noonan |
| 734-92/93 | District Attorney | Informatix, Inc. |

CLASSIFICATION MATTERS (cont.)

1051-93
(cont.)

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: 1. Contracts Number 731-92/93 and 732-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.

2. Contracts Number 733-92/93 and 734-92/93 over to the meeting of June 7, 1993 at the request of the District Attorney's Office.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1060-93 Review of requests for approval of proposed personal services contracts, Commission on the Aging. (Calendar Item No. D)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------------|---|
| 771-92/93 | Commission on the Aging | Asian Law Caucus |
| 772-92/93 | Commission on the Aging | Bayview Hunters Point Multipurpose Center |
| 773-92/93 | Commission on the Aging | Bernal Heights Community Foundation |
| 774-92/93 | Commission on the Aging | CPMC 30th Street Center |
| 775-92/93 | Commission on the Aging | Catholic Charities |
| 776-92/93 | Commission on the Aging | Centro Latino De San Francisco, Inc. |
| 777-92/93 | Commission on the Aging | Church of the Advent |
| 778-92/93 | Commission on the Aging | Episcopal Community Service-Canon Kip |
| 779-92/93 | Commission on the Aging | Family Service Agency |
| 780-92/93 | Commission on the Aging | Filipino American Council |
| 781-92/93 | Commission on the Aging | Golden Gate Senior Services |

CLASSIFICATION MATTERS (cont.)1060-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------------|---|
| 782-92/93 | Commission on the Aging | Independent Housing Services |
| 783-92/93 | Commission on the Aging | In-Home Supportive Services Consortium (IHSS) |
| 784-92/93 | Commission on the Aging | John King Senior Center |
| 785-92/93 | Commission on the Aging | Korean Center, Inc. |
| 786-92/93 | Commission on the Aging | Kimochi, Inc. |
| 787-92/93 | Commission on the Aging | Legal Assistance to the Elderly |
| 788-92/93 | Commission on the Aging | Meals on Wheels |
| 789-92/93 | Commission on the Aging | Mission Community Legal Defense, Inc. |
| 790-92/93 | Commission on the Aging | Mission Neighborhood Centers, Inc. |
| 791-92/93 | Commission on the Aging | North of Market Senior Services |
| 792-92/93 | Commission on the Aging | Northern California Presbyterian Homes (NCPH) |
| 793-92/93 | Commission on the Aging | Operation Concern |
| 794-92/93 | Commission on the Aging | Reality House West |
| 795-92/93 | Commission on the Aging | Russian American Community Services |
| 796-92/93 | Commission on the Aging | The Salvation Army |
| 797-92/93 | Commission on the Aging | S.F. Institute on Aging |
| 798-92/93 | Commission on the Aging | S.F. Senior Center-Downtown Branch |

CLASSIFICATION MATTERS (cont.)

| 1060-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------------|---|
| | 799-92/93 | Commission on the Aging | S.F. Suicide Prevention, Inc. |
| | 800-92/93 | Commission on the Aging | Self-Help for the Elderly |
| | 801-92/93 | Commission on the Aging | United Jewish Community Center |
| | 802-92/93 | Commission on the Aging | The United Way Adult Day Health Care Network |
| | 803-92/93 | Commission on the Aging | Visitacion Valley Community Center |
| | 804-92/93 | Commission on the Aging | Western Addition Senior Citizens Service Center |
| | 805-92/93 | Commission on the Aging | Y.M.C.A. of San Francisco |
| | 806-92/93 | Commission on the Aging | CPMC Senior Services |
| | 807-92/93 | Commission on the Aging | Centro Latino De San Francisco |
| | 808-92/93 | Commission on the Aging | Church of the Advent |
| | 809-92/93 | Commission on the Aging | Filipino-American Council of S.F. |
| | 810-92/93 | Commission on the Aging | Korean Center, Inc. |
| | 811-92/93 | Commission on the Aging | Meals on Wheels of San Francisco, Inc. |
| | 812-92/93 | Commission on the Aging | Northern California Presbyterian Homes |
| | 813-92/93 | Commission on the Aging | Russian American Community Services |
| | 814-92/93 | Commission on the Aging | Salvation Army |
| | 815-92/93 | Commission on the Aging | Self-Help for the Elderly |

CLASSIFICATION MATTERS (cont.)

1060-93
(cont.)

| | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------|---------------|---|---|
| | 816-92/93 | Commission on the Aging | United Jewish Community Center |
| | 817-92/93 | Commission on the Aging | Western Addition Senior Citizens Service Center |
| | 818-92/93(A) | Commission on the Aging | Teresa Doksum |
| | 818-92/93(B) | Commission on the Aging | Kimochi, Inc. |
| Action: | 1. | Contracts Number 792-92/93 and 799-92/93 off calendar at the request of the Commission on the Aging. | |
| | 2. | Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser. | |

1061-93 Review of requests for approval of proposed personal services contracts,
Department of Public Health. (Calendar Item No. E)

| | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--|---------------|-------------------|---|
| | 819-92/93 | Public Health | AIDS Benefit Counselors |
| | 820-92/93 | Public Health | Black Coalition on AIDS |
| | 821-92/93 | Public Health | California Pacific Medical Center/ Visiting Nurses and Hospice of S.F. |
| | 822-92/93 | Public Health | Catholic Charities of San Francisco |
| | 823-92/93 | Public Health | Mission Neighborhood Health Center |
| | 824-92/93 | Public Health | National Task Force on AIDS Prevention (EACH Program) |
| | 825-92/93 | Public Health | Project Open Hand |

CLASSIFICATION MATTERS (cont.)

1061-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 826-92/93 | Public Health | Regents of the University of California/AIDS Health Project |
| 827-92/93 | Public Health | S.F. AIDS Foundation |
| 828-92/93 | Public Health | S.F. AIDS Foundation |
| 829-92/93 | Public Health | Margo Okazawa-Rey, Ed.D. |
| 830-92/93 | Public Health | Shanti Project |
| 831-92/93 | Public Health | Capital Inventory, Inc. |
| 832-92/93 | Public Health | Continuum: HIV Day Services |
| 833-92/93 | Public Health | Baker Places, Inc. |
| 834-92/93 | Public Health | Haight Ashbury Free Clinics, Inc. |
| 835-92/93 | Public Health | Iris Center: Women's Counseling and Recovery Services |
| 836-92/93 | Public Health | Professional Management Development Corporation |
| 837-92/93 | Public Health | The Salvation Army, A California Corp. |
| 838-92/93 | Public Health | University of California/Program for AIDS Counseling & Education |
| 839-92/93 | Public Health | Walden House, Inc. |

CLASSIFICATION MATTERS (cont.)

1061-93
(cont.)

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE
DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING.

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 840-92/93 | Public Health | Arriba Juntos/Instituto for the Arts of Living |
| 841-92/93 | Public Health | Baker Places, Inc. |
| 842-92/93 | Public Health | California Pacific Medical Center |
| 843-92/93 | Public Health | Conard House, Inc. |
| 844-92/93 | Public Health | Crestwood Hospitals, Inc. |
| 845-92/93 | Public Health | Edgewood Children's Center |
| 846-92/93 | Public Health | Family Service Agency of S.F. |
| 847-92/93 | Public Health | Harbor Hills |
| 848-92/93 | Public Health | MSC Psychiatric Services Corp. |
| 849-92/93 | Public Health | Mental Health Management I, Inc. |
| 850-92/93 | Public Health | North of Market Senior Services |
| 851-92/93 | Public Health | Oakes Children's Center, Inc. |
| 852-92/93 | Public Health | Patients Rights Advocacy Services, Inc. |
| 853-92/93 | Public Health | Progress Foundation |
| 854-92/93 | Public Health | Ramsell Corporation |

CLASSIFICATION MATTERS (cont.)

| 1061-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|---|
| | 855-92/93 | Public Health | Recreation Center for the Handicapped, Inc. |
| | 856-92/93 | Public Health | Regents of the University of California - Center on Deafness |
| | 857-92/93 | Public Health | Regents of the University of California - Department of Psychiatry (SFGH) |
| | 858-92/93 | Public Health | Regents of the University of California - Langley Porter Hospital |
| | 859-92/93 | Public Health | Richmond Area Multi-Services, Inc. |
| | 860-92/93 | Public Health | St. Francis Memorial Hospital |
| | 861-92/93 | Public Health | St. Mary's Hospital & Medical Center |
| | 862-92/93 | Public Health | St. Mary Pharmacy Management Services |
| | 863-92/93 | Public Health | S.F. Drug Abuse Advisory Board, Inc. |
| | 864-92/93 | Public Health | S.F. Mental Health Education Funds, Inc. |
| | 865-92/93 | Public Health | S.F. Mental Health Education Funds, Inc. |
| | 866-92/93 | Public Health | S.F. Suicide Prevention, Inc. |

CLASSIFICATION MATTERS (cont.)

| 1061-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|---|
| | 867-92/93 | Public Health | San Jose Care & Guidance Center - Beverly California Corporation |
| | 868-92/93 | Public Health | County of San Mateo, Division of Mental Health Services |
| | 869-92/93 | Public Health | Swords to Plowshares |
| | 870-92/93 | Public Health | Volunteer Center of San Francisco |
| | 871-92/93 | Public Health | Westside Community Mental Health Center, Inc. |
| | 872-92/93 | Public Health | Baker Places, Inc. |
| | 873-92/93 | Public Health | Bay Area Addiction, Research and Treatment, Inc. |
| | 874-92/93 | Public Health | Bayview-Hunter's Point Foundation for Community Improvement, Inc. |
| | 875-92/93 | Public Health | Chemical Awareness & Treatment Services, Inc. |
| | 876-92/93 | Public Health | Friendship House Association of American Indians, Inc. |
| | 877-92/93 | Public Health | Haight Ashbury Free Clinics, Inc. |
| | 878-92/93 | Public Health | St. Vincent de Paul Society of S.F. |
| | 879-92/93 | Public Health | The Salvation Army, A California Corp. |
| | 880-92/93 | Public Health | Westside Community Mental Health Center, Inc. |

CLASSIFICATION MATTERS (cont.)

| 1061-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|--|--|--|
| | 881-92/93 | Public Health | Women's Alcoholism Center, Inc. |
| | Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. (Vote of 4 to 1: Commissioner Donovan dissents). | |
| 1062-93 | Review of requests for approval of proposed personal services contracts. (Calendar Item No. F) | | |
| | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| | 882-92/93 | Controller | Akire Corporation |
| | 883-92/93 | Controller | Owens Information Systems, Inc. |
| | 884-92/93 | Controller | Trident Services |
| | 885-92/93 | Convention Facilities | S.F. Convention & Visitors Bureau |
| | 886-92/93 | Convention Facilities | Wallace Mah & Louie |
| | 887-92/93 | County Clerk/Recorder | Brown's River Bindery, Inc. |
| | 888-92/93 | Juvenile Probation | Law Enforcement Psychological Services |
| | 889-92/93 | Juvenile Probation | Potrero Hill Neighborhood House |
| | 890-92/93 | Mayor's Office | California Lawyers for the Arts |
| | 891-92/93 | Mayor's Office | Bay Area Urban League |
| | 892-92/93 | Mayor's Office | Polaris Research & Development |
| | 893-92/93 | Police | Tiburon, Inc. |
| | 894-92/93 | Police | Wayne Papy |
| | 895-92/93 | Port | Dowd Relations |

CLASSIFICATION MATTERS (cont.)

1062-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------------------|---|
| 896-92/93 | Port | Smith, Dawson & Andrews |
| 897-92/93 | Port | Grand World Shipping Agencies, Inc. (Taipei) |
| 898-92/93 | Port | Masahiko Iwashita (Tokyo) |
| 899-92/93 | Port | Trade Reps Ltd. (Chicago) |
| 900-92/93 | Port | Journal of Commerce (JOC) |
| 901-92/93 | Port | Trade Reporting and Data Exchange, Inc. (TRADE) |
| 902-92/93 | Port | Winzler & Kelley/AGS, A Joint Venture |
| 903-92/93 | Public Works | Technical Design Studio |
| 904-92/93 | Public Works | Suzanne Couture |
| 905-92/93 | Public Works | Mori Hatsushi & Assoc. |
| 906-92/93 | Public Works | Reed Corp. |
| 907-92/93 | S.F. Community College District | James Chin |
| 908-92/93 | Social Services | Central City Hospitality House |
| 909-92/93 | Social Services | S.F. Unified School District |
| 910-92/93 | Social Services | Family Support Services of the Bay Area |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1065-93 Classification of positions in various City departments.
(Calendar Item No. G)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|-----------------|--|---|
| Social Services | 4 | A627 Income Maintenance Specialist (Sch. 56.5 \$1443B1748) | 2913 Program Specialist (Sch. 57.5 \$1513B1835) |
| Public Health/ Central Office | 1 | 1824 Principal Administrative Analyst (Sch. 64.7 \$2145B2607) | Same |
| | 1 | 1866 Systems & Procedures Analyst (Sch. 65.7 \$2252B2737) | 1823 Senior Administrative Analyst (Sch 61.5 \$1835B2230) |
| Public Works | 1 | 6334 Chief Building Inspector (Sch. 67.8 \$2496B3035) | Same |
| | 4 | A894 Wastewater Control Inspector (\$2094B\$2094) | Establish Class 6115 Wastewater Control Inspector (J, Sch. 60.2 \$1723B2094) Draft class specification as detailed in the staff report. |
| | 1 | AA25 Senior Administrative Coordinator (Sch. 63.0 \$1975B2401) | Establish Class 1827 Adminis- trative Services Manager (J, Sch. 61.5 \$1835B2230) Draft class specification as detailed in the staff report. |

| <u>Department</u> | <u>Consolidate Subject Classes</u> |
|-------------------|---|
| Public Works | 5178 Assistant Superintendent, Property Conservation (Sch. 69.0 \$2647B3217) |

CLASSIFICATION MATTERS (cont.)

1065-93
(cont.)

| <u>Department</u> | <u>Consolidate Subject Classes</u> |
|-------------------------|--|
| Public Works (cont.) | 5179 Assistant Superintendent, Building Inspection Administration (Sch. 69.0 \$2647B3217) |

Recommendations

1. Consolidate the duties of Class 5179 Assistant Superintendent, Building Inspection Administration (Sch. 69.0 \$2647B3217) with Class 5178 Assistant Superintendent, Property Conservation (Sch. 69.0 \$2647B3217).
2. Allocate two positions in Class 5178 to Class 5179.
3. Classify 5 positions to Class 5179.
4. Retitle and amend the class specification for Class 5179 from Assistant Superintendent, Building Inspection Administration to Assistant Superintendent, Building Inspection. (Draft class specification as detailed in the staff report).
5. Grant status in Class 5179 Assistant Superintendent, Building Inspection to permanent incumbents in Class 5178 Assistant Superintendent, Property Conservation.
6. Grant rights to eligibles on the following lists for certification to requisitions in Class 5179:

5178 Assistant Superintendent, Property Conservation

#CPE-2 (A. Property Conservation)

#CPE-3 (B. Permit Processing and Issuance)

5179 Assistant Superintendent, Building Inspection Administration

#CPE-3 (A. Construction Inspection)

#CPE-4 (B. Mechanical Inspection)

#CPE-5 (C. Management & Fiscal Administration)

7. Abolish Class 5178 Assistant Superintendent, Property Conservation.

ABOLISH THE FOLLOWING OBSOLETE CLASSIFICATIONS:

A023 Records Manager

A894 Wastewater Control Inspector

1825 Management Analyst

AA25 Senior Administrative Coordinator

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1070-93 Authorization for a flexible policy on temporary exchanges ("TXing") of budgeted positions. (Calendar Item No. 12)

Action: Adopt staff report; authorize the General Manager, Personnel to formalize a temporary exchange policy ("TX") that allows departments to use positions in classes other than the ones budgeted, subject to the requirements detailed in the staff report.

COMPENSATION MATTERS

2117-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. I)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2118-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. H)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|--------------------------------|-----------------------|-------------------------|
| Danilo Bantasy 1874 Senior Programmer Analyst | Controller | 5 | 5 |
| William Laws 1841 Rate Administrator | Public Utilities Commission | 5 | 5 |
| Annette Taylor 1444 Secretary I | Public Utilities Commission | 3 | 3 |
| Andrew Maloney 5260 Architectural Assistant I | Public Works | 5 | 5 |
| Lurene Reynolds 2973 Assistant General Manager, Family and Children's Services | Social Services | 3 | 3 |

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2122-93 Report regarding proposed new benchmark of Class 3417 Gardener for Fiscal Year 1993-94. (Calendar Item No. 7)

Action:

1. Withdraw the proposal for a Class 3417 Gardener Benchmark for the Fiscal Year 1993-94 Salary Survey.
2. Transmit the Fiscal Year 1993-94 Salary Survey to the Board of Supervisors for affected classes based on the current benchmark assignments.
3. Continue to meet and confer with employee organizations to either adopt a new benchmark or internally adjust rates of pay for affected classes for Fiscal Year 1994-95.

2123-93 Report regarding proposed new benchmark of Class 6331 Building Inspector for Fiscal Year 1993-94. (Calendar Item No. 8)

Action:

1. Withdraw the proposal for a Class 6331 Building Inspector Benchmark for the Fiscal Year 1993-94 Salary Survey.
2. Transmit the Fiscal Year 1993-94 Salary Survey to the Board of Supervisors for affected classes based on the current benchmark assignments.
3. Continue to meet and confer with employee organizations to either adopt a new benchmark or internally adopt rates of pay for affected classes for Fiscal Year 1994-95.

EXAMINATION MATTERS

3137-93 Appeal of background rejection for Class Q2 Police Officer by Elysa B. Lueras. (Calendar Item No. 15)

Action:

Adopt staff report; deny appeal of Elysa B. Lueras; sustain the decision of the Chief of Police.
(Ms. Lueras was present at Roll Call; but not in attendance when the matter was called for hearing).

3138-93 Appeal of background rejection for Class Q2 Police Officer by Michael McPartlan. (Calendar Item No. 16)

Action:

Adopt staff report; deny appeal of Michael McPartlan; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

3139-93 Appeal of background rejection for Class Q2 Police Officer by Robert S. Rood. (Calendar Item No. 18)

Action: Over to the meeting of June 21, 1993 at the request of Mr. Rood's attorney.

3140-93 Appeal of background rejection for Class Q2 Police Officer by Noelle T. Nelson. (Calendar Item No. 17)

Action: Adopt staff report; deny appeal of Noelle T. Nelson; sustain the decision of the Chief of Police.

3536-93 Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (Calendar Item No. 14)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

May 3, 1993: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.

May 17, 1993: Meeting cancelled due to lack of quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of the San Francisco Fire Department.

Action: Grant appeal of David K. Gordon; find qualified as to background in this examination for Class H2 Firefighter.

IN-SERVICE MATTERS

4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. J)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.

May 3, 1993: Over to the meeting of June 7, 1993 at the request of staff.

Action: Off calendar pending completion of the meet and confer/consultation process.

IN-SERVICE MATTERS (cont.)

4512-93 Appeal of decision of the General Manager, Personnel to deny the request by Natasha Gorbatenko to backdate seniority in Class 2846 Nutritionist. (Calendar Item No. 11)

April 19, 1993: Over to the meeting of May 3, 1993 by Commission action.

May 3, 1993: Over to the meeting of June 7, 1993 at the joint request of the Civil Service Commission and Ms. Gorbatenko's attorney.

Action: Adopt staff report; deny appeal of Natasha Gorbatenko to backdate seniority in Class 2846. Sustain the decision of the General Manager, Personnel.

4554-93 Appeal of hiring procedures in Class 8228 Senior Museum Guard by Diane Jaros. (Calendar Item No. 9)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Local 790.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Local 790.

Action: Adopt staff report; deny appeal of Diane Jaros.

4589-93 Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal. (Calendar Item No. 10)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of staff.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Local 3.

Action: Adopt staff report; deny appeal of Melvin Love for an administrative appeal; sustain the decision of the General Manager, Personnel

IN-SERVICE MATTERS (cont.)

4716-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. K)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 7, 1993

SEPARATIONS FROM THE SERVICE

RESIGNATION - SERVICES UNSATISFACTORY

Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93. (Calendar Item No. 27)

Action: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93. (Calendar Item No. 20)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

May 3, 1993: Over to the meeting of May 17, 1993 at Ms. Hawkins' request.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Ms. Hawkins' attorney.

Action: Approve the separation. Reinstate to a position in the class from which promoted (Class 4203 Senior Assessment Clerk).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gina M. Nunez-Stevert, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93. (Calendar Item No. 22)

May 3, 1993: Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stevert and the Department of Social Services.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Local 535.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' verifiable work experience outside the City and County service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jennifer Quilici, 9209 Airport Police Service Aide, 43/E-2, Airports Commission, 5/14/93. (Calendar Item No. 25)

Action: Over to the meeting of July 19, 1993 at the joint request of Ms. Quilici and the Airports Commission.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 26)

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.

May 3, 1993: Over to the meeting of May 17, 1993 due to department's failure to attend.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Local 3.

Action: Accept the resignation as certified. Not to be employed again by the Sheriff's Office.

APPEAL OF AUTOMATIC RESIGNATION

Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93. (Calendar Item No. 21)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Mr. Smith's attorney.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to a position in the class and department from which separated.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lawrence J. Willis, 9209 Airport Police Service Aide, 5/E-2, Airports Commission, 4/28/93. (Calendar Item No. 23)

Action: Over to the meeting of June 21, 1993 at the request of the Airports Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Isaac M. Wolridge, 9163 Transit Operator, 245/E-133, Public Utilities Commission, San Francisco Municipal Railway, 4/8/93. (Calendar Item No. 24)

May 17, 1993: Meeting cancelled due to lack of quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at Mr. Wolridge's request.

Action: Dismiss from the City and County Service. No future employment in any position covered by the civil service system of the City and County of San Francisco.

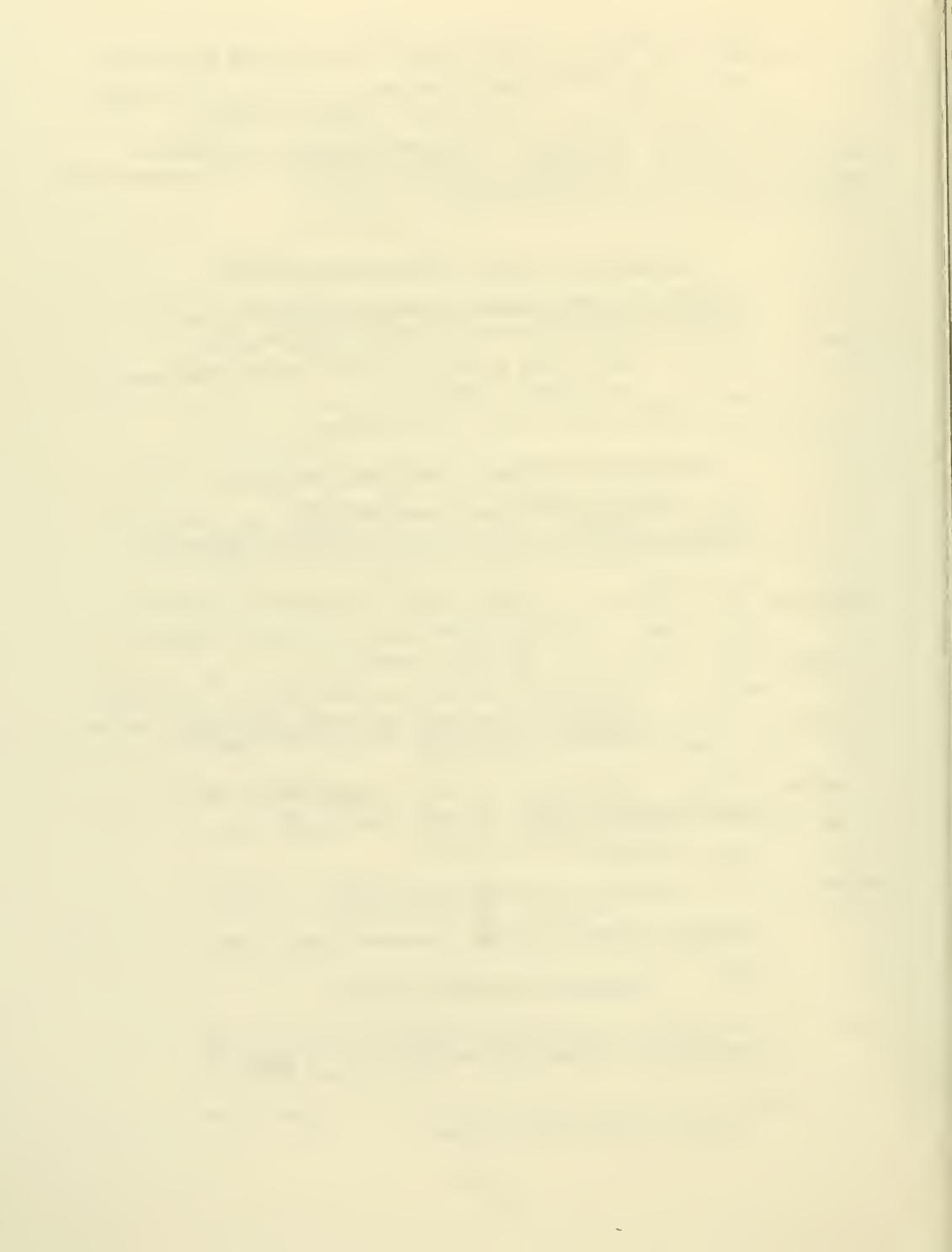
GENERAL MANAGER'S REPORT (Calendar Item No. 28)

Report presented.

INDIVIDUAL'S REQUEST TO SPEAK. (Calendar Item No. 29)

None.

ADJOURNMENT. (Calendar Item No. 30)





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CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

SPECIAL MEETING - JUNE 30, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
 Commissioner Munson
 Commissioner Rios

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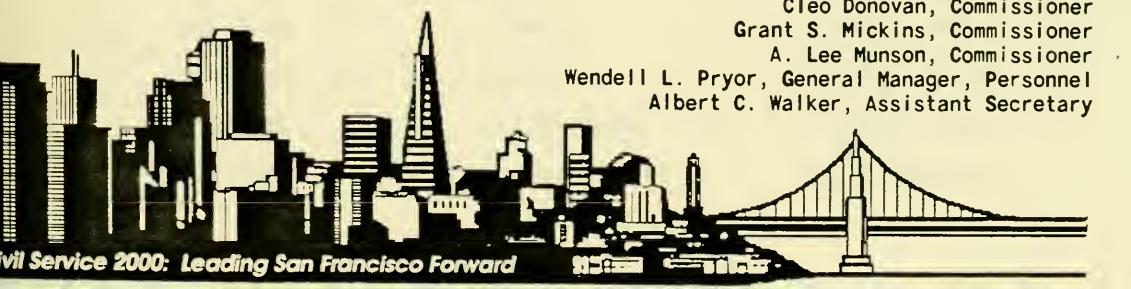
Excused: Commissioner Donovan
 Commissioner Uyehara

Commissioner Rios presided.

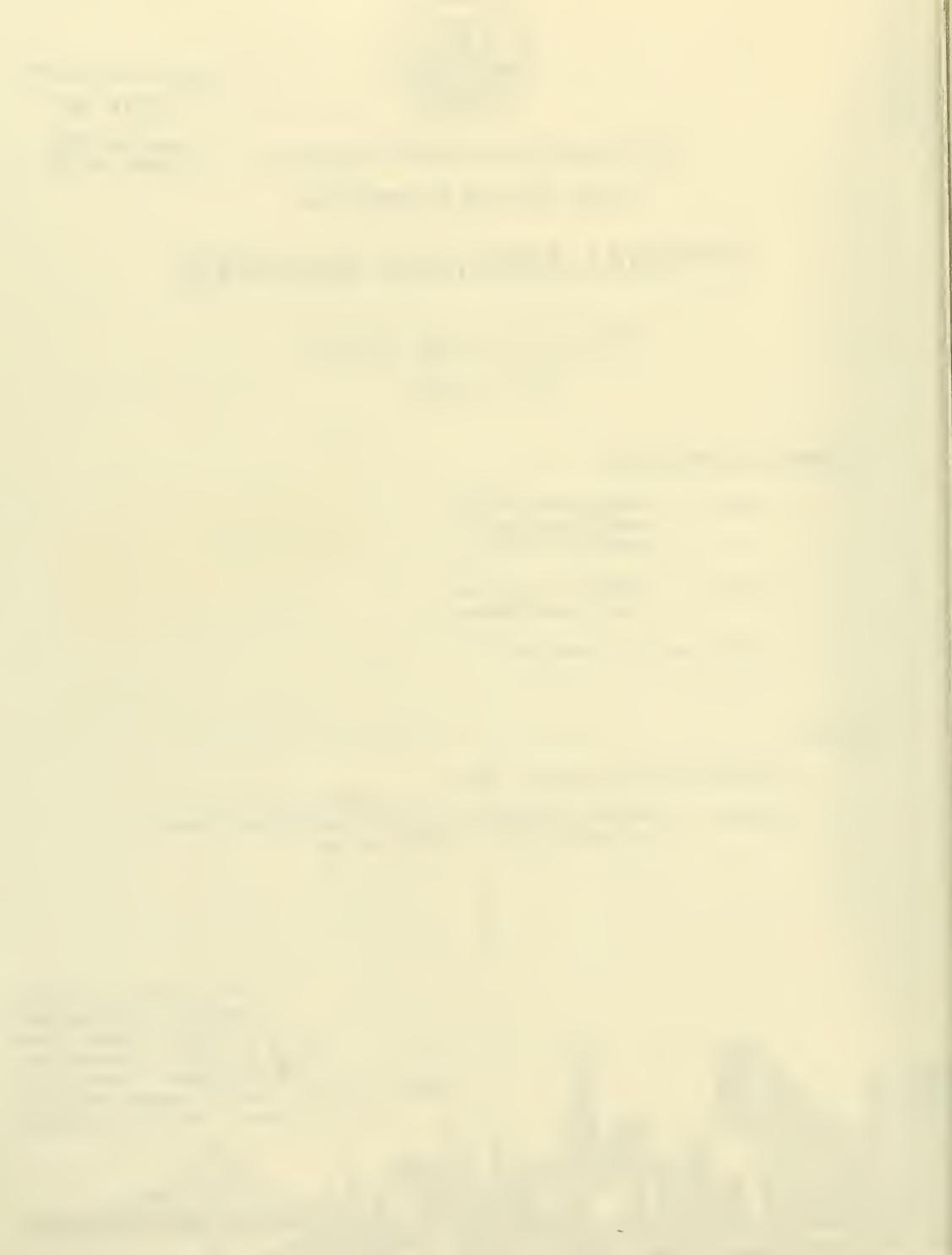
MINUTES.

Regular Meeting of June 7, 1993.

Action: Approve as amended to reflect Commissioner Uyehara
 presided the June 7, 1993 Meeting.



Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

A. The Civil Service Commission met in closed session on Wednesday, June 30, 1993 at 1:15 p.m. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to confer with the City Attorney regarding potential litigation.

Present were Commissioners Rios, Mickins and Munson.

The Commission conferred with the City Attorney. No action was taken.

B. Due to the Independence Day holiday which will be observed on Monday, July 5, 1993, the Civil Service Commission meeting normally held on this date is cancelled. The Commission will meet once during the month of July, on Monday, July 19, 1993.

CLASSIFICATION MATTERS

1068-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. B)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-------------------|-----------------|----------------------------------|--------------------------|
| Social Services | 2 | 2904 Social Service Technician | Same |
| PUC/Water | 1 | 1478 Senior Water Services Clerk | Same |

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

1072-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------|
| 911-92/93 | Airport | Virginia Sunday |
| 912-92/93 | Airport | Shelly Dowell |
| 913-92/93 | Airport | Teresa Grana |
| 914-92/93 | Art Commission | Balloon Madness |
| 915-92/93 | Art Commission | S.F. Symphony |

CLASSIFICATION MATTERS (cont.)

| 1072-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------------|---|
| | 916-92/93 | Art Commission | Emmanuel Montoya |
| | 917-92/93 | Commission on Aging | Calvin Y. Louie, C.A.O. |
| | 918-92/93 | Commission on Aging | Center for Elderly Suicide Prevention |
| | 919-92/93 | Fire | Wes Valentine |
| | 920-92/93 | Fire | Health Check, Davies Medical Center |
| | 921-92/93 | Health Service System | Health Care Evaluating, Inc. |
| | 922-92/93 | Health Service System | Rael & Letson |
| | 923-92/93 | Human Rights Commission | S.F. Intergroup Clearinghouse, Inc. |
| | 924-92/93 | Human Rights Commission | Polaris Research and Development, Inc. |
| | 925-92/93 | Mayor's Office | S.F. Unified School District Nutrition Services |
| | 926-92/93 | Mayor's Office | Sojourner Truth Foster Family Agency, Inc. |
| | 927-92/93 | Mayor's Office | Filipino-American Employment and Training |
| | 928-92/93 | Mayor's Office | Korean-American Development Corporation |

CLASSIFICATION MATTERS (cont.)

| 1072-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|--------------------------------|--|
| | 929-92/93 | Mayor's Office | S.F. Senators |
| | 930-92/93 | Public Health | Chase Correctional Medical Division |
| | 931-92/93 | Public Health | Informatix, Inc. |
| | 932-92/93 | Public Health | Various - See List |
| | 933-92/93 | Public Works | Bay Area Landscaping Frank & Grossman |
| | 934-92/93 | Public Works | Brighter Images/E2 |
| | 935-92/93 | Public Utilities Commission | JRP Historical Consulting Services |
| | 936-92/93 | Purchasing | Mardave Compu, Inc. |
| | 937-92/93 | Recreation and Park | Careers Abound |
| | 938-92/93 | Retirement | Axe-Houghton Associates |
| | 939-92/93 | Retirement | Bankers Trust Company |
| | 940-92/93 | Retirement | Barra & Associates |
| | 941-92/93 | Retirement | Brinson Partners, Inc. |
| | 942-92/93 | Retirement | Callan & Associates |
| | 943-92/93 | Retirement | Capital Guardian Trust Co. |

CLASSIFICATION MATTERS (cont.)

| <u>1072-93</u> (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------------------|---------------|-------------------|---------------------------------------|
| | 944-92/93 | Retirement | Dietche & Field Advisers, Inc. |
| | 945-92/93 | Retirement | Hanson Investment Management Co. |
| | 946-92/93 | Retirement | Lehman Ark Management Co. |
| | 947-92/93 | Retirement | Lewis, Bailey Associates, Inc. |
| | 948-92/93 | Retirement | MacKay Shields Financial Corporation |
| | 949-92/93 | Retirement | McCullough, Andrews & Cappiello, Inc. |
| | 950-92/93 | Retirement | Nicholas-Applegate Capital Management |
| | 951-92/93 | Retirement | Oechsle International Advisors |
| | 952-92/93 | Retirement | Provident Investment Counsel |
| | 953-92/93 | Retirement | RCM Capital Management |
| | 954-92/93 | Retirement | Reviewco |
| | 955-92/93 | Retirement | Scudder, Stevens & Clark |
| | 956-92/93 | Retirement | TCW Asset Management Co. |
| | 957-92/93 | Retirement | T.P.F. & C. Consulting Actuaries |
| | 958-92/93 | Retirement | The Townsend Group |

CLASSIFICATION MATTERS (cont.)

| 1072-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|------------------------------------|---|
| | 959-92/93 | Retirement | Warburg Investment Management International |
| | 960-92/93 | Retirement | Alexander & Alexander |
| | 961-92/93 | S.F. Community College District | To Be Determined |
| | 962-92/93 | S.F. Community College District | Asbestos Advisory Association |
| | 963-92/93 | S.F. Community College District | Acres Engineering |
| | 964-92/93 | Social Services | Travelers Aid S.F. (Family/Childcar e Center) |
| | 965-92/93 | Social Services | Tenderloin Housing Clinic, Inc. |
| | 966-92/93 | Social Services | Catholic Charities (Guerrero House Jelani House/Family) |
| | 967-92/93 | Social Services | San Francisco Educational Services |
| | 968-92/93 | Social Services | American Red Cross, Golden Gate Chapter |
| | 969-92/93 | Social Services | Conard House, Inc. |
| | 970-92/93 | Sheriff | Bethann Brown |
| | 971-92/93 | Sheriff | Jelani House-Catholic Charities |

CLASSIFICATION MATTERS (cont.)

| <u>1072-93 (cont.)</u> | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|----------------------------|---|--|---|
| | 972-92/93 | Sheriff | Liberation House |
| | 973-92/93 | Sheriff | Asian American Residential Recovery Services |
| | 974-92/93 | Superior Court | S.F. Youth Courts, Inc. |
| | 975-92/93 | Superior Court | S.F. Bar Association Volunteer Legal Services Program |
| | 976-92/93 | Superior Court | Kid's Turn |
| | June 21, 1993: | Meeting cancelled due to lack of a quorum. | |
| | Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |
| 1074-93 | Request to establish a conditional waiver for "African American Health Service Specialist" (AAHSS). (Calendar Item No. 6) | | |
| | June 21, 1993: | Meeting cancelled due to lack of a quorum. | |
| | Action: | Adopt staff report. | |
| | 1. | Approve the concept of an "African American Health Services Specialist" (AAHSS) conditional waiver. | |
| | 2. | Hold requests to approve the use of the "African American Health Services Specialist" conditional waiver on specific positions until training, testing and evaluation of the waiver are established. | |
| | 3. | Advise the Department of Public Health to notify staff when procedures for training, testing and evaluation of the "African American Health Services Specialist" conditional waiver are established, and qualified incumbents may be assigned to identified positions. | |

COMPENSATION MATTERS

2127-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Susan Harole 3630 Librarian I | Public Library | 4 | 4 |
| Rosie Scott 1446 Secretary II | Public Library | 5 | 5 |
| Janet Woodbury 1424 Clerk Typist | Airport | 2 | 2 |
| Meredith Macleod 2548 Occupational Therapist | Public Health | 5 | 5 |
| Gene O'Connell 2148 Senior Associate Administrator | Public Health | 3 | 3 |
| David Counter A610 Director, MIS | Public Health | 5 | 5 |
| Lisa Pascual, M.D. 2230 Physician Specialist (Psychiatrist Specialty) | Public Health | 5 | 5 |

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

2128-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. D)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3070-93 Request that the Examination Announcement for Classes 8442 Senior Probation Officer and 8434 Supervising Probation Officer, Adult Probation, be issued on a "Promotive Only" basis. (Calendar Item No. 8)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; deny appeals.

3139-93 Appeal of background rejection for Class Q2 Police Officer by Robert S. Rood. (Calendar Item No. F)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Rood's attorney.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of July 19, 1993 at the request of the San Francisco Police Department.

3615-93 Appeal of staff denials of protests on key answers for the examination for Classes 9141 Transit Manager II and 9140 Transit Manager I. (Calendar Item No. 16)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; deny appeals of Ernest Condon, Thomas Davis, Kermit Garnes and Governor Johnson.

IN-SERVICE MATTERS

4783-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. E)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

4792-93 Appeal of the decision of the General Manager, Personnel by Theodore Streleski to remove name from the list of eligibles for Class 7430 Assistant Electronic Maintenance Technician. (Calendar Item No. 7)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; deny appeal of Theodore Streleski; sustain the decision of the General Manager, Personnel.

SPECIAL MEETING - JUNE 30, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

RESIGNATION - SERVICES UNSATISFACTORY

Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93. (Calendar Item No. 12)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of July 19, 1993 at the request of the San Francisco Unified School District.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 10)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

RESIGNATION - SERVICES UNSATISFACTORY

Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92. (Calendar Item No. 13)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of September 20, 1993 at Mr. Willis' request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lawrence J. Willis, 9209 Airport Police Service Aide, 5/E-2,
Airports Commission, 4/28/93. (Calendar Item No. 11)

June 7, 1993: Over to the meeting of June 21, 1993 at the
request of the Airports Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Off calendar at the request of the Airports Commission.

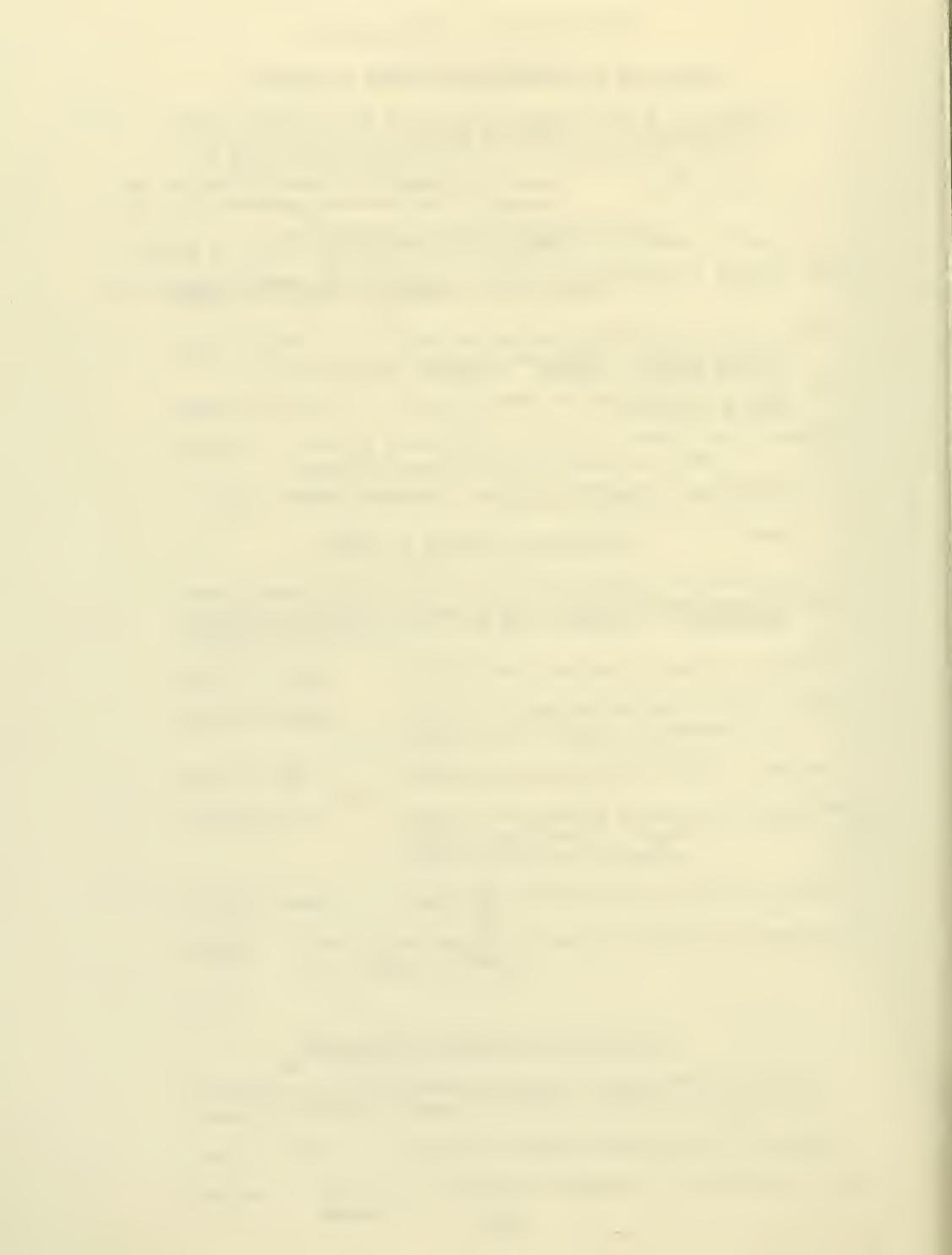
GENERAL MANAGER'S REPORT. (Calendar Item No. 14)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 15)

None.

ADJOURNMENT. (Calendar Item No. 17)





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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

SPECIAL MEETING - JULY 9, 1993

ROOM 52A (BASEMENT) CITY HALL - 2:30 p.m.

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

Excused: Commissioner Donovan
 Commissioner Uyehara presided

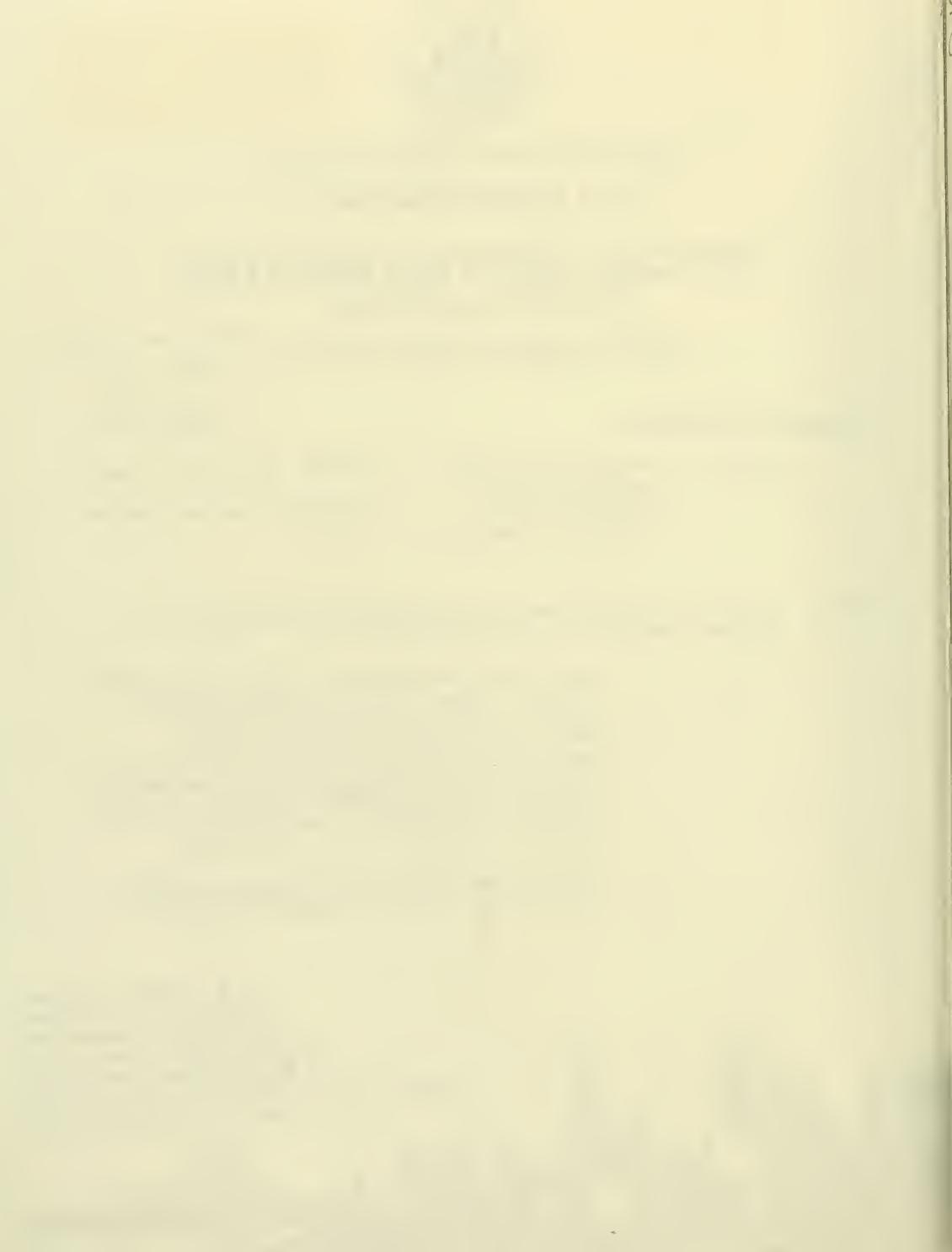
4987-93 Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (Calendar Item No. 1)

Action: 1. Commissioner Uyehara designated as Committee of One to draft a letter to Supervisor Barbara Kaufman, members of the Board of Supervisors' Rules Committee and other members of the Board of Supervisors expressing the Commission's concerns and opposition to the proposed Charter amendment in its present form based on the constricted time span in which it was drafted and lack of data and comparative studies of other jurisdictions.

2. The Commission adjourned this meeting to Tuesday, July 13, 1993 at 5 p.m. in Room 52A City Hall.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary







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SPECIAL MEETING MINUTES

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SPECIAL MEETING - JULY 9, 1993

4987-93 Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (Calendar Item No. 1)

I. Session 1 - July 9, 1993 - 2:30 p.m. - Room 52A City Hall.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Excused: Commissioner Donovan

Commissioner Uyehara presided.

Action: A. Commissioner Uyehara designated as Committee of One to draft a letter to Supervisor Barbara Kaufman, members of the Board of Supervisors' Rules Committee and other members of the Board of Supervisors expressing the Commission's concerns and opposition to the proposed Charter amendment in its present form based on the constricted time span in which it was drafted and lack of data and comparative studies of other jurisdictions.

B. The Commission adjourned this meeting to Tuesday, July 13, 1993 at 5 p.m. in Room 52A City Hall.

Emi R. Uyehara, President
Juan Rios, Vice President

Cleo Donovan, Commissioner

Grant S. Mickins, Commissioner

A. Lee Munson, Commissioner

Wendell L. Pryor, General Manager, Personnel

Albert C. Walker, Assistant Secretary



II. Session 2 - July 13, 1993 - 5 p.m. - Room 52A City Hall.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Munson
 Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Uyehara presided.

Action: Adjourn to Monday, July 19, 1993 at 5 p.m.

III. Session 3 - July 19, 1993 - 2 p.m. (convened at 4 p.m.) -
Room 282 City Hall.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

Commissioner Uyehara presided.

Action: A. The Commission directed that the Board of Supervisors and the Mayor be notified that while the Commission supports the concept of a consolidated human resources department, the Commission does not support the proposed Charter amendment in its present form based on the constricted time span in which it was drafted, minimal Commission and staff input, and lack of data and comparative studies of other jurisdictions. (Vote of 3 to 2: Commissioner Mickins and Munson dissent).

B. The Special Meeting of July 9, 1993 stands adjourned.



CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - JULY 19, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

Items Missed: Minutes,
Consent Calendar (Items 5A,
5B, 5C and 5D)

Commissioner Uyehara presided.

MINUTES.

Special Meeting of June 30, 1993.

Action: Approve.

ANNOUNCEMENTS.

The Executive Session of July 19, 1993 was cancelled.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



CLASSIFICATION MATTERS

1085-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|----------------------------------|---|
| 1-93/94 | Airport | Alphonso Brown |
| 2-93/94 | Airport | Diane Sanchez |
| 3-93/94 | Airport | Kennedy/Jenks Consultants, Inc. |
| 4-93/94 | Airport | Conservation Corps. |
| 5-93/94 | Airport | Lieb & Associates |
| 6-93/94 | Chief Administrative Officer | Ideas in Motion |
| 7-93/94 | Chief Administrative Officer | Sustainable Cities |
| 8-93/94 | Chief Administrative Officer | Harvey Rose/ Debra Newman/ Stan Jones, Assoc. (Joint Venture) |
| 9-93/94 | Civil Service Commission | Towers Perrin Co. |
| 10-93/94 | Commission on Status of Women | Asian Women's Shelters |
| 11-93/94 | Commission on Status of Women | Donaldina Cameron House |
| 12-93/94 | Commission on Status of Women | La Casa de las Madres |
| 13-93/94 | Commission on Status of Women | Nihonmachi Legal Outreach |
| 14-93/94 | Commission on Status of Women | St. Vincent de Paul Society of S.F./Rosalie House |

CLASSIFICATION MATTERS (cont.)

| <u>1085-93</u> (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------------------|---------------|----------------------------------|---|
| | 15-93/94 | Commission on Status of Women | St. Vincent de Paul Society of S.F./Brennan House |
| | 16-93/94 | Commission on Status of Women | S.F. Bar Association/ Cooperative Restraining Order |
| | 17-93/94 | Commission on Status of Women | S.F. Bar Association/ Volunteer Legal Services |
| | 18-93/94 | Commission on Status of Women | S.F. Neighborhood Legal Assistance Foundation |
| | 19-93/94 | Commission on Status of Women | WOMAN, Inc. |
| | 20-93/94 | Commission on Status of Women | Asian Women's Shelter |
| | 21-93/94 | Commission on Status of Women | La Casa de las Madres |
| | 22-93/94 | Commission on Status of Women | St. Vincent de Paul Society of S.F. Rosalie House |
| | 23-93/94 | Commission on Status of Women | Family Violence Prevention Fund |
| | 24-93/94 | Controller | Data Processing & Accounting Services |
| | 25-93/94 | Controller | Precision Writing |

CLASSIFICATION MATTERS (cont.)

| 1085-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|--------------------------------|---|
| | 26-93/94 | Controller | Pilot Executive Software |
| | 27-93/94 | District Attorney | Golden Gate University |
| | 28-93/94 | District Attorney | Hastings College of Law |
| | 29-93/94 | District Attorney | S.F. State University |
| | 30-93/94 | District Attorney | University of San Francisco |
| | 31-93/94 | District Attorney | University of California at Berkeley |
| | 32-93/94 | District Attorney | New College of California |
| | 33-93/94 | Fire | University of California, San Francisco |
| | 34-93/94 | Human Rights Commission | L and J Brokers/Gary Green |
| | 35-93/94 | Parking and Traffic | Wilbur Smith & Associates |
| | 36-93/94 | Public Utilities Commission | S.F. Conservation Corps/California Conservation Corps |
| | 37-93/94 | Public Utilities Commission | Frye Claims Consulting |
| | 38-93/94 | Public Utilities Commission | McLeod & Associates |
| | 39-93/94 | Public Utilities Commission | Daniel B. Steiner |

CLASSIFICATION MATTERS (cont.)

| 1085-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|---------------------|---|
| | 40-93/94 | Public Works | Kennedy Jenks in association with AGS, Inc. |
| | 41-93/94 | Public Works | Trans Pacific Geotechnical Consultants |
| | 42-93/94 | Public Works | AGS, Inc. |
| | 43-93/94 | Public Works | Treadwell & Rollo, Inc. |
| | 44-93/94 | Public Works | Roger Foott Associates, Inc. |
| | 45-93/94 | Recreation and Park | Robert Hansen Golden Gate Park Band |
| | 46-93/94 | Public Health | S.F. Unified School District (SFUSD) |
| | 47-93/94 | Public Health | Evaluation Training & Research Assoc. |
| | 48-93/94 | Public Health | American Lung Association of San Francisco |
| | 49-93/94 | Public Health | Lyon Martin Women's Health Services |
| | 50-93/94 | Public Health | San Francisco Mime Troupe |
| | 51-93/94 | Public Health | Black Coalition on AIDS |
| | 52-93/94 | Public Health | 18th Street Services |

CLASSIFICATION MATTERS (cont.)

1085-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|------------------------------|---|
| 53-93/94 | Public Health | Regents of the University of California/AIDS Health Project |
| 54-93/94 | Public Health | S.F. Women's Centers, Inc./LYRIC |
| 55-93/94 | Public Health | Larry Wisch Associates |
| 56-93/94 | Public Health | Women's Institute for Mental Health/IRIS Center |
| 57-93/94 | Public Health | University of California, San Francisco (UCSF) |
| 58-93/94 | Public Health | Hanson, Bridgett, Marcus, Vlahos & Rudy |
| 59-93/94 | Public Health | Weissburg and Aronson, Inc. |
| 60-93/94 | Public Health | Mission Neighborhood Health Center |
| 61-93/94 | Public Health | The Support Center |
| 62-93/94 | Chief Administrative Officer | Luster Construction Management |
| 63-93/94 | Mayor's Office | Alan Smith |
| 64-93/94 | Mayor's Office | Private Industry Council |

CLASSIFICATION MATTERS (cont.)

1085-93 THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT IS FROM THE
(cont.) DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 65-93/94 | Public Health | Center for Juvenile and Criminal Justice, Inc. |

Action:

1. Contract Number 40-93/94 over to the meeting of August 2, 1993 at the request of the Department of Public Works.
2. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.

1086-93 Classification of positions in various City departments.
(Calendar Item No. B)

AMEND THE FOLLOWING CLASS SPECIFICATION:

| <u>Existing Class Title and Rate</u> | <u>Recommendation</u> |
|--|--|
| 1107 Deputy Director, Rent Arbitration Board (Sch. 63.7 \$2043B2483) | Amend specification as detailed in the staff report. |

Action: Adopt staff report.

EXAMINATION MATTERS

3139-93 Appeal of background rejection for Class Q2 Police Officer by Robert S. Rood. (Calendar Item No. 9)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Rood's attorney.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of the San Francisco Police Department.

Action: Off calendar at the request of the San Francisco Police Department.

EXAMINATION MATTERS (cont.)

3637-93 Appeal of background rejection for Class H2 Firefighter by Richard Bruce Arzave, Jr. (Calendar Item No. 10)

Action: Adopt staff report. Deny appeal of Richard Bruce Arzave, Jr.; sustain the decision of the Chief of the San Francisco Fire Department.

3642-93 Appeal of background rejection for Class H2 Firefighter by Raymond Lockett. (Calendar Item No. 11)

Action: Adopt staff report. Deny appeal of Raymond Lockett; sustain the decision of the Chief of the San Francisco Fire Department. (Mr. Lockett failed to appear).

IN-SERVICE MATTERS

4562-93 Appeal of General Manager's action in granting Class 1244 Senior Personnel Analyst oral authorization to San Francisco Unified School District. (Calendar Item No. 7)

Action: Off calendar.

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 6)

Action: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

6017-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. C)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6020-93 Ratification of personnel actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from April 1, 1993 to June 30, 1993. (Calendar Item No. D)

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 19, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

DISMISSAL OF PERMANENT EMPLOYEE

Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93. (Calendar Item No. 18)

Action: Over to the meeting of August 2, 1993 at Mr. Berton's request.

RESIGNATION - SERVICES UNSATISFACTORY

Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93. (Calendar Item No. 17)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of the San Francisco Unified School District.

Action: Over to the meeting of August 2, 1993 at the request of Mr. Gumban's representative.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 13)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

Action: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeanne Powell, 1426 Senior Clerk Typist, 6/CPE-247, City Attorney's Office, 6/4/93. (Calendar Item No. 16)

Action: Over to the meeting of August 16, 1993 at Ms. Powell's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jennifer Quilici, 9209 Airport Police Service Aide, 43/E-2, Airports Commission, 5/14/93. (Calendar Item No. 14)

June 7, 1993: Over to the meeting of July 19, 1993 at the joint request of Ms. Quilici and the Airports Commission.

Action: Dismiss from the City and County Service. Not to be employed again by the Airports Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93. (Calendar Item No. 15)

Action: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

GENERAL MANAGER'S REPORT. (Calendar Item No. 19)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 20)

The following persons addressed the Commission:

George Newkirk, representing Municipal Executive Association
Carol Isen, Local 21
David Novogrodsky, Local 21

ADJOURNMENT. (Calendar Item No. 21)



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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

ADJOURNED SPECIAL MEETING

JULY 13, 1993

ROOM 52A (BASEMENT) CITY HALL- 5 p.m.

ITEM NO.

(1) Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (File No. 4987-93)

July 9, 1993:

1. Commissioner Uyehara designated as Committee of One to draft a letter to Supervisor Barbara Kaufman, members of the Board of Supervisors' Rules Committee and other members of the Board of Supervisors expressing the Commission's concerns and opposition to the proposed Charter amendment in its present form based on the constricted time span in which it was drafted and lack of data and comparative studies of other jurisdictions.
2. The Commission adjourned this meeting to Tuesday, July 13, 1993 at 5 p.m. in Room 52A City Hall.

Open For Discussion.

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Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary





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CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

ADJOURNED SPECIAL MEETING

JULY 13, 1993

ROOM 52A (BASEMENT) CITY HALL- 5 p.m.

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ATTENDANCE AND EXCEPTIONS.

| | | | |
|----------|----------------------|----------|--------------------------------|
| Present: | Commissioner Mickins | Excused: | Commissioner Rios |
| | Commissioner Munson | | |
| | Commissioner Uyehara | | Commissioner Uyehara presided. |

4987-93 Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (Calendar Item No. 1)

July 9, 1993:

1. Commissioner Uyehara designated as Committee of One to draft a letter to Supervisor Barbara Kaufman, members of the Board of Supervisors' Rules Committee and other members of the Board of Supervisors expressing the Commission's concerns and opposition to the proposed Charter amendment in its present form based on the constricted time span in which it was drafted and lack of data and comparative studies of other jurisdictions.
2. The Commission adjourned this meeting to Tuesday, July 13, 1993 at 5 p.m. in Room 52A City Hall.

Action: Adjourn to Monday, July 19, 1993 at 2 p.m.

Emi R. Uyehara, President
Juan Rios, Vice President

Cleo Donovan, Commissioner

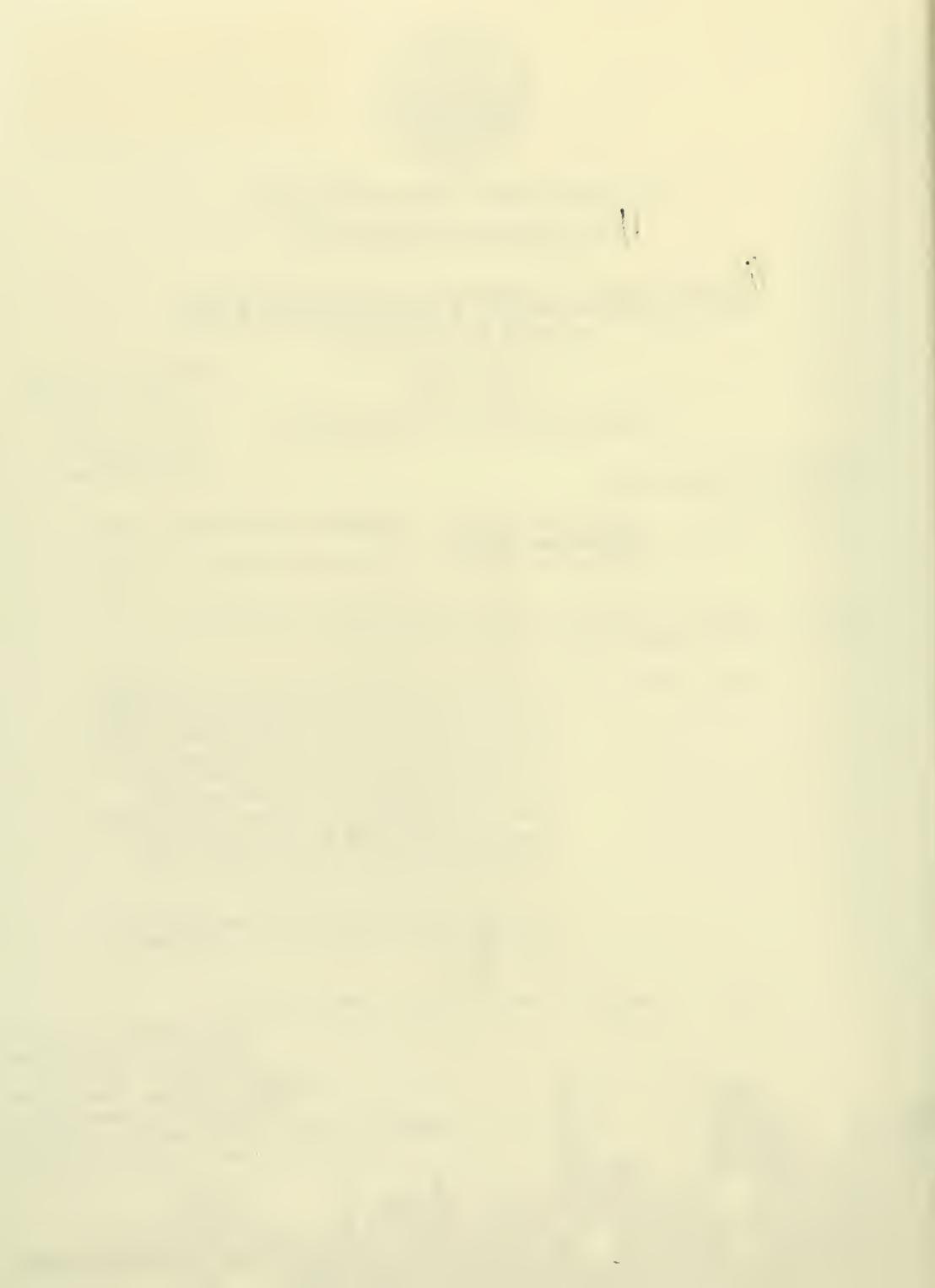
Grant S. Mickins, Commissioner

A. Lee Munson, Commissioner

Wendell L. Pryor, General Manager, Personnel

Albert C. Walker, Assistant Secretary







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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - AUGUST 2, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Munson
 Commissioner Uyehara

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Excused: Commissioner Rios

Commissioner Uyehara presided

MINUTES.

A. Special Meeting of July 9, 1993.

Action: Approve.

B. Regular Meeting of July 19, 1993.

Action: Approve.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

- A. The Executive Session scheduled for August 2, 1993 was cancelled.
- B. Due to the Labor Day Holiday on September 6, 1993 which conflicts with a regular Civil Service Commission meeting and the Winter Holidays of late December, the Civil Service Commission has cancelled its meetings of September 6, 1993 and December 20, 1993.

The Commission will meet once during the months of September and December on September 20, 1993 and December 6, 1993. The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which cancellation of these two meetings cause.

CLASSIFICATION MATTERS

1085-93 Review of request for approval of proposed personal services contract number 40-93/94. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 40-93/94 | Public Works | Kennedy Jenks in association with AGS, Inc. |

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Department of Public Works.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1093-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 66-93/94 | Art Commission | Seyed Alvavi |
| 67-93/94 | CAO | Ross Drulis/Hood Miller/Lee Barnes Cavagnero |
| 68-93/94 | Mayor's Office | S.F. Unified School District - School Health Program - CHDP Health Worker |

CLASSIFICATION MATTERS (cont.)

1093-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|--|
| 69-93/94 | Mayor's Office | S.F. Unified School District - Child Development Program |
| 70-93/94 | Mayor's Office | S.F. Unified School District - School Health Programs |
| 71-93/94 | Mayor's Office | Private Industry Council, Inc. |
| 72-93/94 | Public Works | David K. Low & Associates, Inc. |
| 73-93/94 | Social Services | American Red Cross, Golden Gate Chapter |
| 74-93/94 | Social Services | Audrey L. Smith Development Center, Inc. |
| 75-93/94 | Public Utilities Commission | Merrill & Associates |

Action: Adopt staff report; notify the offices of the Purchaser and the Controller.

COMPENSATION MATTERS

2194-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| David Assmann 1367 Special Assistant VIII | CAO | 5 | 5 |
| Chris Baldo 1657 Senior Systems Accountant | Controller | 5 | 5 |
| Douglas Feil 1850 Senior Auditor | Controller | 5 | 5 |

COMPENSATION MATTERS (cont.)

2194-93
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Bassam Totah 8174 Attorney | District Attorney | 3 | 3 |
| Linda Lee-Robbins 1365 Special Assistant VI | Public Works | 5 | 5 |
| Salla Vaerma 1776 Assistant Reproduction Manager | Purchasing | 4 | 4 |
| Valerie Jeffries 1203 Personnel Technician | Airport | 5 | 5 |
| Susan Kelly 1818 MIS Specialist II | Controller | 5 | 5 |
| Millard Larkin 1367 Special Assistant VIII | Mayor | 5 | 5 |
| Donald Eng 5131 Bureau Chief | Public Works | 4 | 4 |
| Jackson Wong 5124 Bureau Manager | Public Works | 4 | 4 |

Action: 1. Requests related to David Assmann, Bassam Totah and Salla Vaerma over to the meeting of August 16, 1993.
2. Adopt staff report on remaining items.

2195-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. E)

Action: 1. Request from Public Utilities Commission for Thomas Hidayat off calendar.
2. Adopt staff report on remaining items; approve supervisory differential adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

2196-93 Requests for appointment above the entrance rate for various exempt employees in the City Attorney's Office. (Calendar Item No. C)

Action: Adopt staff report.

2197-93 Certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1993-94. (Calendar Item No. 6)

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 7)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

Action: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

6006-93 Request to designate Class 1658 Chief Accountant as promotive for layoff purposes. (Calendar Item No. 8)

Action: 1. Adopt staff report; designate Class 1658 Chief Accountant as promotive for layoff purposes.

2. The General Manager, Personnel directed to investigate the affected positions in Class 1658 Chief Accountant at the San Francisco General Hospital Medical Center to insure that the layoff rule was applied consistent with Charter, the Civil Service Commission Rules and in keeping with the principles of the merit system.

6085-93 Request to designate Class 1934 Storekeeper as promotive for layoff purposes. (Calendar Item No. 9)

Action: Adopt staff report; designate Class 1934 Storekeeper as promotive for layoff purposes.

IN-SERVICE MATTERS (cont.)

6092-93 Proposed amendment to the Civil Service Commission Rules adding new Rule 11A - Duration of and Certification from List E-133 for Class 9163 Transit Operator. (Calendar Item No. F)

Action: Post for adoption at the meeting of August 16, 1993.

6094-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 2, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

DISMISSAL OF PERMANENT EMPLOYEE

Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93. (Calendar Item No. 16)

Action: Over to the meeting of August 2, 1993 at Mr. Berton's request.

Action: Over to the meeting of September 20, 1993 at Mr. Berton's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Carlin Ellison, 3417 Gardener, 48/E-10, Recreation and Park Department, 6/30/93. (Calendar Item No. 14)

Action: Over to the meeting of August 16, 1993 at Mr. Ellison's request.

DISMISSAL OF PERMANENT EMPLOYEE

Francine Fennell, 2708 Custodian, 244/E-3, Fine Arts Museums, General Division, 4/2/93. (Calendar Item No. 17)

Action: Over to the meeting of August 16, 1993 at the request of the Fine Arts Museums.

RESIGNATION - SERVICES UNSATISFACTORY

Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93. (Calendar Item No. 12)

Action: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

Action: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of the San Francisco Unified School District.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of Mr. Gumban's representative.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and medical clearance by a Civil Service designated physician. Not to be employed again by the San Francisco Unified School District. (Vote of 3 to 1: Commissioner Uyehara excused from voting on this matter in accordance with Charter Section 3.501.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sergio R. Hernandez, 1650 Accountant, 55.5/E-41, Controller's Office, Accounting Operation, 7/6/93. (Calendar Item No. 15)

Action: Over to the meeting of August 16, 1993 at Mr. Hernandez's request.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 11)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

Action: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.
(Calendar Item No. 13)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

Action: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

GENERAL MANAGER'S REPORT. (Calendar Item No. 18)

A. Performance Appraisal.

B. Departmental Goals.

Reports presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 19)

The following individuals addressed the Commission:

1. Pat Lee, Business Representative, Local 790
2. Joellen Sheerin
3. Deborah Wianecki
4. Leann Jardin
5. Cynthia Cabuyican
6. Vicky Lee

ADJOURNMENT. (Calendar Item No. 20)

In memory of Keith Bunch, Senior Departmental Personnel Officer, Public Utilities Commission, who died on July 26, 1993.



16/93
DOCUMENTS DEPT

AUG 19 1993

SAN FRANCISCO
PUBLIC LIBRARY

CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

AUGUST 16, 1993

ROOM 282, SECOND FLOOR, CITY HALL

2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 MIN (10) BOX 41

Commissioner Uyehara presided

1110-93 Review of request for approval of proposed personal services contract. (File No. 1110-93)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-----------------------------|
| 152-93/94 | Public Works | Turner Construction Company |

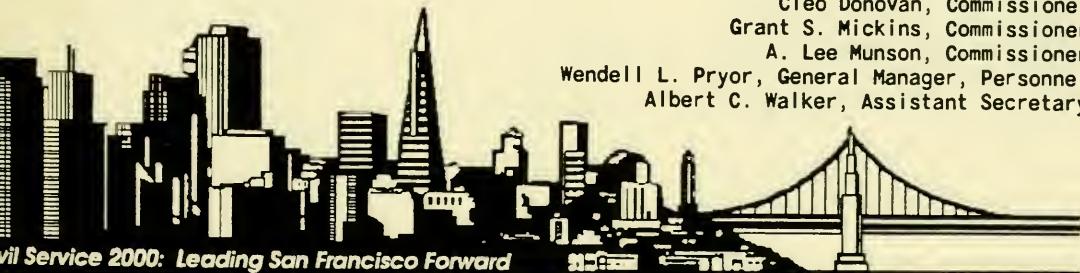
Action: Adopt staff report; notify the offices of the Controller and the Purchaser. Department to provide detailed written report on a biannual (every other year) basis. (Vote of 3 to 2: Commissioners Uyehara and Rios dissent).

Emi R. Uyehara, President
Juan Rios, Vice President

Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner

A. Lee Munson, Commissioner

Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary





**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

MINUTES OF MEETING

REGULAR MEETING - AUGUST 16, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
 Commissioner Mickins
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

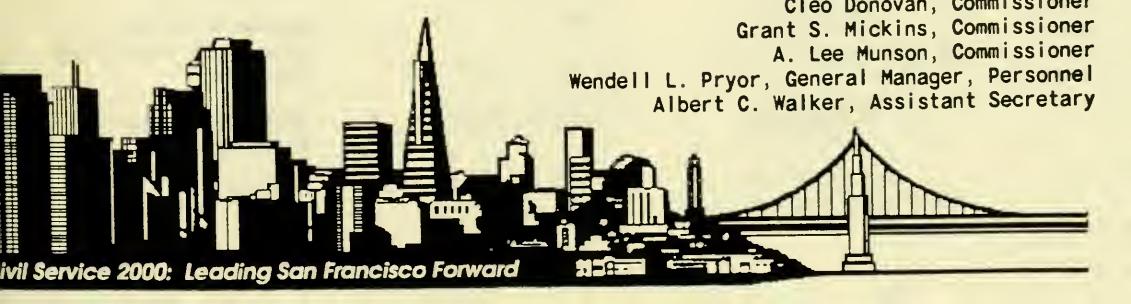
(Items Missed: 5(B) and 10)

Commissioner Uyehara presided

MINUTES.

Regular Meeting of August 2, 1993.

Action: Approve.

A black and white silhouette illustration of the San Francisco skyline, including the Transamerica Pyramid, various skyscrapers, and the Golden Gate Bridge, positioned at the bottom of the page.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

ANNOUNCEMENTS.

A. The Civil Service Commission met in closed session on Monday, August 16, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss labor relations issues.

Present were Commissioners Uyehara, Rios, Mickins and Munson. The Commission instructed its labor negotiator.

B. Due to the Labor Day Holiday on September 6, 1993 which conflicts with a regular Civil Service Commission meeting and the Winter Holidays of late December, the Civil Service Commission has cancelled its meetings of September 6, 1993 and December 20, 1993.

The Commission will meet once during the months of September and December on September 20, 1993 and December 6, 1993. The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which cancellation of these two meetings cause.

CLASSIFICATION MATTERS

1099-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 76-93/94 | Airport | Kenyon and Eddelstein |
| 77-93/94 | Airport | Moria Design |
| 78-93/94 | Airport | HMH, Inc. |
| 79-93/94 | Airport | Towill, Inc. |
| 80-93/94 | Airport | James S. Mayor D.O., M.P.H. |
| 81-93/94 | Art Commission | Vicki Scuri |
| 82-93/94 | CAO | Kim Fowler |
| 83-93/94 | CAO | Rhonda M. Abrams Management Consulting Services |
| 84-93/94 | Mayor's Office | Japanese Community Youth Center |

CLASSIFICATION MATTERS (cont.)

| 1099-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|--|
| | 85-93/94 | Mayor's Office | Wu Yee Children's Services |
| | 86-93/94 | Mayor's Office | Wu Yee Children's Services |
| | 87-93/94 | Mayor's Office | Wu Yee Children's Services |
| | 88-93/94 | Mayor's Office | Donaldina Cameron House |
| | 89-93/94 | Mayor's Office | Japanese Community Youth Center |
| | 90-93/94 | Mayor's Office | Donaldina Cameron House |
| | 91-93/94 | Mayor's Office | RAP, Inc. |
| | 92-93/94 | Mayor's Office | RAP, Inc. |
| | 93-93/94 | Mayor's Office | Visitation Valley Community Center |
| | 94-93/94 | Mayor's Office | Audrey L. Smith Child Development Center, Inc. |
| | 95-93/94 | Mayor's Office | Wu Yee Children's Services |
| | 96-93/94 | Mayor's Office | CAHEED, Inc. |
| | 97-93/94 | Mayor's Office | Youth Guidance Center Improvement Committee |
| | 98-93/94 | Mayor's Office | S.F. Jewish Community Center |
| | 99-93/94 | Mayor's Office | Family Service Agency of S.F. |
| | 100-93/94 | Mayor's Office | Holy Family Day Home |
| | 101-93/94 | Mayor's Office | Wu Yee Children's Services |
| | 102-93/94 | Mayor's Office | San Francisco Conservation Corps |

CLASSIFICATION MATTERS (cont.)

| <u>1099-93 (cont.)</u> | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|----------------------------|---------------|-------------------|--|
| | 103-93/94 | Mayor's Office | Lavender Youth Recreation Information Center |
| | 104-93/94 | Mayor's Office | Mission Reading Clinic |
| | 105-93/94 | Mayor's Office | S.F. Educational Services, Inc. |
| | 106-93/94 | Mayor's Office | Camp Fire Boys and Girls |
| | 107-93/94 | Mayor's Office | Operation Contact, Inc. |
| | 108-93/94 | Mayor's Office | Visitacion Valley Community Center |
| | 109-93/94 | Mayor's Office | Center on Juvenile & Criminal Justice |
| | 110-93/94 | Mayor's Office | Children's Council of S.F. |
| | 111-93/94 | Mayor's Office | Wu Yee Children Services |
| | 112-93/94 | Mayor's Office | Easter Seal Society of S.F. |
| | 113-93/94 | Mayor's Office | Children's Council of S.F. |
| | 114-93/94 | Mayor's Office | Wu Yee Children's Services |
| | 115-93/94 | Mayor's Office | Horizons Unlimited of S.F. |
| | 116-93/94 | Mayor's Office | Girl's Leadership Project of S.F. |
| | 117-93/94 | Mayor's Office | Teenage Pregnancy & Parenting Project |
| | 118-93/94 | Mayor's Office | Mission Youth Soccer League |
| | 119-93/94 | Mayor's Office | California Lawyers for the Arts |

CLASSIFICATION MATTERS (cont.)

1099-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 120-93/94 | Mayor's Office | Asian Perinatal Advocates/Volunteers of SFGH |
| 121-93/94 | Mayor's Office | Northern California Service League |
| 122-93/94 | Mayor's Office | Children's Council of S.F. |
| 123-93/94 | Mayor's Office | Hamilton Family Center |
| 124-93/94 | Mayor's Office | Daycare Consultants |
| 125-93/94 | Mayor's Office | Learning Services of Northern California |
| 126-93/94 | Mayor's Office | Bridges ... From School to Work |
| 127-93/94 | Mayor's Office | Central City Hospitality House |
| 128-93/94 | Mayor's Office | Community Educational Services |
| 129-93/94 | Mayor's Office | Children's Council of S.F. |
| 130-93/94 | Mayor's Office | Economic Opportunity Council |
| 131-93/94 | Mayor's Office | Audrey L. Smith Child Development Center, Inc. |
| 132-93/94 | Police | Tri-County Extradition |
| 133-93/94 | Port | Public Financial Management, Inc. and the Knight Group |
| 134-93/94 | Public Health | Izabal, Bernaciak & Co. |
| 135-93/94 | Public Health | Ellen Agard |
| 136-93/94 | Public Health | The Support Center |
| 137-93/94 | Public Health | University of California, S.F. |

CLASSIFICATION MATTERS (cont.)

| <u>1099-93 (cont.)</u> | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|----------------------------|---------------|---------------------------------|---|
| | 138-93/94 | Public Health | CHORAL Software, Inc. |
| | 139-93/94 | Public Utilities Commission | Crain & Associates |
| | 140-93/94 | Public Works | Consolidated Engineering Laboratories |
| | 141-93/94 | Public Works | Soil and Plant Laboratory, Inc. |
| | 142-93/94 | Public Works | Arcost/CPM Group |
| | 143-93/94 | Public Works | Arcost/CPM Group |
| | 144-93/94 | S.F. Community College District | Jacqueline Grose |
| | 145-93/94 | S.F. Community College District | Venetia Young |
| | 146-93/94 | Sheriff | Frederic Millen |
| | 147-93/94 | Social Services | S.F. Food Bank |
| | 148-93/94 | Social Services | Hickman Homes, Inc. |
| | 149-93/94 | Social Services | Nailah House, Inc. |
| | 150-93/94 | Social Services | In Home Supportive Services Consortium of San Francisco, Inc. |
| | 151-93/94 | Public Works | Haley and Aldrich, Inc. |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1100-93 Appeal of removal of special condition for one position in Class 5320 Illustrator and Art Designer at the Purchasing Department. (Calendar Item No. 8)

Action: Off calendar; delegate resolution to the General Manager, Personnel; the General Manager, Personnel's decision is final and will not be reconsidered by the Commission.

CLASSIFICATION MATTERS (cont.)

1101-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. C)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Title</u> | <u>Recommended Class</u> |
|-----------------------|---------------------|-------------------------------------|------------------------------|
| PUC/Municipal Railway | 2 | 7325 General Utility Mechanic | Same |

Action: Over to the meeting of September 20, 1993 at the request of Stationary Engineers, Local 39.

1102-93 Classification of positions in various City departments. (Calendar Item No. B)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|---------------------|--|---|
| Public Health/ Central Office | 1 | 2430 Medical Evaluations Assistant (Sch. 51.7 \$1147B1388) | 1426 Senior Clerk Typist (Sch. 50.3 \$1073B1298) |

AMEND THE FOLLOWING CLASS SPECIFICATION:

| <u>Existing Class Title and Rate</u> | <u>Recommendation</u> |
|---|--|
| 5320 Illustrator and Art Designer (Sch. 57.6 \$1520B1844) | Amend class specification as detailed in the staff report. |
| 2574 Clinical Psychologist (Sch. 62.8 \$1955B2377) | Amend class specification as detailed in the staff report. |
| 2576 Supervising Clinical Psychologist (Sch. 64.3 \$2104B2557) | Amend class specification as detailed in the staff report. |

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

| <u>Existing Class Title and Rate</u> | <u>Recommendation</u> |
|---|---|
| 2442 Diagnostic Medical Sonographer II (Sch. 56.9 \$1470B1782) | Retitle and amend class specification to 2442 Diagnostic Medical Sonographer as detailed in the staff report. |

CLASSIFICATION MATTERS (cont.)

1102-93

(cont.)

ABOLISH THE FOLLOWING OBSOLETE CLASSIFICATION:

| <u>Existing Class and Title</u> | <u>Recommendation</u> |
|---|--|
| 2441 Diagnostic Medical Sonographer I | Abolish Class 2441 Diagnostic Medical Sonographer I. |
| Action: Adopt staff report. (Vote of 4 to 1: Commissioner Munson absent during the vote). | |

COMPENSATION MATTERS

2194-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 6)

August 2, 1993: 1. Requests related to David Assmann, Bassam Totah and Salla Vaerma over to the meeting of August 16, 1993.

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|----------------------|-----------------------|-------------------------|
| David Assmann 1367 Special Assistant VIII | CAO | 5 | 5 |
| Bassam Totah 8174 Attorney | District Attorney | 3 | 3 |
| Salla Vaerma 1776 Assistant Reproduction Manager | Purchasing | 4 | 4 |

Action: 1. Request for Bassam Totah off calendar at the request of the District Attorney's Office.
2. Adopt staff report on remaining two requests.

2202-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. D)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Matthew H. Hymel 1371 Special Assistant XII | Controller | 3 | 3 |

COMPENSATION MATTERS (cont.)

2202-93
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Margaret LaRue 1362 Special Assistant III | Mayor | 5 | 5 |
| George Wyllie 9376 Market Research | Port | 2 | 2 |
| Sharonlee Kotabe 2455 Pharmacy Director | Public Health | 5 | 5 |

Action: Adopt staff report.

2203-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. E)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2206-93 Appeal of denial of assault pay request by Rick Stromas.
(Calendar Item No. 7)

Action: Over to the meeting of September 20, 1993 at the request of the Transport Workers Union.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 9)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

Action: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

IN-SERVICE MATTERS (cont.)

6017-93 Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:
Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. 13)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

Action: Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

6092-93 Proposed amendment to the Civil Service Commission Rules adding new Rule 11A - Duration of and Certification from List E-133 for Class 9163 Transit Operator. (Calendar Item No. F)

August 2, 1993: Post for adoption at the meeting of August 16, 1993.

Action: Adopt.

6140-93 Request to designate Class 2660 Assistant Director, Food Services, as promotive for layoff purposes. (Calendar Item No. 10)

Action: Adopt staff report; designate Class 2660 Assistant Director, Food Services, as promotive for layoff purposes. (Vote of 4 to 1: Commissioner Munson absent during the vote).

6179-93 Appeal of staff's denial from Stephen V. Giacalone, candidate for Class H2 Firefighter, to identify as Hispanic. (Calendar Item No. 12)

Action: Deny staff report; grant appeal of Stephen V. Giacalone.

IN-SERVICE MATTERS (cont.)

6203-93 Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (Calendar Item No. 11)

Action: Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).

6211-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 16, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Carlin Ellison, 3417 Gardener, 48/E-10, Recreation and Park Department, 6/30/93. (Calendar Item No. 18)

Action: August 2, 1993: Over to the meeting of August 16, 1993 at Ms. Ellison's request.

Action: Over to the meeting of October 4, 1993 at the request of Ms. Ellison's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Francine Fennell, 2708 Custodian, 244/E-3, Fine Arts Museums, General Division, 4/2/93. (Calendar Item No. 21)

Action: August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Fine Arts Museums.

Action: Not to be employed again by the Fine Arts Museums. (Ms. Fennell failed to appear).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mary M. Gorman, 1430 Transcriber Typist, 8/CPE-15, Department of Public Health, Laguna Honda Hospital, 7/21/93. (Calendar Item No. 19)

Action: Over to the meeting of September 20, 1993 at the request of Local 790.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 15)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

Action: Over to the meeting of September 20, 1993 at the request of Mr. Inouye's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Bonnie Podell, 2424 X-Ray Laboratory Aide, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 7/18/93. (Calendar Item No. 20)

Action: Over to the meeting of September 20, 1993 at Ms. Podell's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeanne Powell, 1426 Senior Clerk Typist, 6/CPE-247, City Attorney's Office, 6/4/93. (Calendar Item No. 16)

July 19, 1993: Over to the meeting of August 16, 1993 at Ms. Powell's request.

Action: Off calendar at the request of the City Attorney's Office.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hatch Hatchy Water and Power, 2/27/93.
(Calendar item No. 17)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

 2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

Action: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

GENERAL MANAGER'S REPORT. (Calendar item No. 22)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar item No. 23)

None.

ADJOURNMENT. (Calendar item No. 24)



20/93
**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

DOCUMENTS DEPT.

18 **MINUTES OF MEETING**

20241

SAN FRANCISCO
PUBLIC LIBRARY

REGULAR MEETING - SEPTEMBER 20, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Grant S. Mickins
Commissioner A. Lee Munson
Commissioner Emi Uyehara

Excused: Commissioner Donovan
Commissioner Rios

Commissioner Uyehara presided

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MINUTES.

A. Regular Meeting of August 16, 1993.

B. Special Meeting of August 16, 1993.

Action: Approve.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

A.. The Civil Service Commission met in closed session on Monday, September 20, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss labor relations issue, and Section 54956.9 to discuss matters presenting a significant likelihood of litigation.

Present were Commissioners Mickins, Munson and Uyehara.

1. The Commission directed the labor negotiator
2. The Commission directed the staff to post rules for amendment to comply with the Family and Medical Leave Act and the Americans with Disabilities Act.

B. Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993. The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which cancellation of these two meetings cause.

CLASSIFICATION MATTERS

1101-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. B)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Title</u> | <u>Recommended Class</u> |
|-----------------------|---------------------|-------------------------------------|------------------------------|
| PUC/Municipal Railway | 2 | 7325 General Utility Mechanic | Same |

August 16, 1993: Over to the meeting of September 20, 1993 at the request of Stationary Engineers, Local 39.

Action: Adopt staff report.

1118-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------|
| 153-93/94 | Airport | B.A. Vallerga |
| 154-93/94 | Airport | CH2M Hill |

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|----------------------------|---------------------------------------|
| 155-93/94 | Airport | RIDES for Bay Area Commuters |
| 156-93/94 | Animal Care and Control | Mission Pet Hospital |
| 157-93/94 | Animal Care and Control | California Center for Wildlife |
| 158-93/94 | Animal Care and Control | Pets Unlimited |
| 159-93/94 | Art Commission | Sheila Ghidini |
| 160-93/94 | Art Commission | Leonard Hunter |
| 161-93/94 | Art Commission | Roger Berry |
| 162-93/94 | Art Commission | Art-in Construction |
| 163-93/94 | City Planning | Bren Norris Associates, Inc. |
| 164-93/94 | Controller | ABR Consulting Group, Inc. |
| 165-93/94 | Fire | CORE Corporation |
| 166-93/94 | Mayor's Office | Marilyn Berry Thompson |
| 167-93/94 | Mayor's Office | Polaris Research and Development |
| 168-93/94 | Mayor's Office | Wu Yee Children's Services |
| 169-93/94 | Mayor's Office | Real Alternatives Program, Inc. |
| 170-93/94 | Mayor's Office | Yoo Yau Ji Ga Childcare |
| 171-93/94 | Mayor's Office | Golden Gate Community, Inc. |
| 172-93/94 | Mayor's Office | Cross Cultural Family Center |
| 173-93/94 | Mayor's Office | Mission Neighborhood Centers, Inc. |

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 174-93/94 | Mayor's Office | Wu Yee Children's Services |
| 175-93/94 | Mayor's Office | Audrey L. Smith Development Center |
| 176-93/94 | Mayor's Office | Children's Council of San Francisco |
| 177-93/94 | Mayor's Office | Center on Juvenile & Criminal Justice |
| 178-93/94 | Mayor's Office | Back on Track |
| 179-93/94 | Mayor's Office | Ocean-Merced-Ingleside Community Association |
| 180-93/94 | Mayor's Office | Charity Cultural Services Center |
| 181-93/94 | Mayor's Office | Telegraph Hill Neighborhood Center |
| 182-93/94 | Mayor's Office | Donaldina Cameron House |
| 183-93/94 | Mayor's Office | California Lawyers for the Arts |
| 184-93/94 | Mayor's Office | Lorraine Hansberry Theatre |
| 185-93/94 | Mayor's Office | Girl's Leadership Project of S.F. |
| 186-93/94 | Mayor's Office | Potrero Hill Neighborhood House |
| 187-93/94 | Mayor's Office | Ethio-Tigray Community in Northern California |
| 188-93/94 | Mayor's Office | West Bay Pilipino Multi-Service Corp. |
| 189-93/94 | Mayor's Office | S.F. Police Department Combined Youth Services Program |

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

| | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--|---------------|-------------------|--|
| | 190-93/94 | Mayor's Office | Easter Seal Society of Bay Area |
| | 191-93/94 | Mayor's Office | Community Alliance for Special Education |
| | 192-93/94 | Mayor's Office | Audrey L. Smith Development Center, Inc. |
| | 193-93/94 | Mayor's Office | S.F. Educational Services |
| | 194-93/94 | Mayor's Office | S.F. Study Center |
| | 195-93/94 | Mayor's Office | Hamilton Family Center |
| | 196-93/94 | Mayor's Office | Good Samaritan Family Resource Center |
| | 197-93/94 | Mayor's Office | Asian Women's Resource Center |
| | 198-93/94 | Mayor's Office | UCSF Infant-Parent Program/Daycare Consultants |
| | 199-93/94 | Mayor's Office | Bayview Hunters Point Foundation |
| | 200-93/94 | Mayor's Office | Support for Parents with Special Children |
| | 201-93/94 | Mayor's Office | Korean Center, Inc. |
| | 202-93/94 | Mayor's Office | S.F. Boys and Girls Club |
| | 203-93/94 | Mayor's Office | Youth for Service |
| | 204-93/94 | Mayor's Office | Central City Hospitality House |
| | 205-93/94 | Mayor's Office | Mission Cultural Center |
| | 206-93/94 | Mayor's Office | Filipino-American Employment and Training Center |

CLASSIFICATION MATTERS (cont.)

| 1118-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-----------------------------|--|
| | 207-93/94 | Mayor's Office | Community Educational Services |
| | 208-93/94 | Mayor's Office | Office of Samoan Affairs |
| | 209-93/94 | Public Utilities Commission | Murray, Burns & Kienlen |
| | 210-93/94 | Public Utilities Commission | Booz Allen & Hamilton, Inc. |
| | 211-93/94 | Public Utilities Commission | Bookman-Edmonston Engineering, Inc. |
| | 212-93/94 | Public Utilities Commission | Ecology and Environment, Inc. |
| | 213-93/94 | Public Utilities Commission | AGS, Inc. |
| | 214-93/94 | Public Utilities Commission | Consolidated Engineering Laboratories |
| | 215-93/94 | Public Utilities Commission | Harding Lawson Associates |
| | 216-93/94 | Public Utilities Commission | Clayton Environmental Consultants |
| | 217-93/94 | Public Works | Faye Bernstein & Associates in associate with T.Y. Lin International |
| | 218-93/94 | Public Works | Everett Brandon & Associates |
| | 219-93/94 | Public Works | Citizens Tree Advisory Board |
| | 220-93/94 | Public Works | John Carollo Engineers |
| | 221-93/94 | Public Works | Howard D. Jackson |
| | 222-93/94 | Purchasing | The Nationwide Companies |

CLASSIFICATION MATTERS (cont.)

1118-93

(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------------------|---|
| 223-93/94 | Rent Board | Eaton & Associates |
| 224-93/94 | S.F. Community College District | Reid and Tarics, Assoc., Architects |
| 225-93/94 | S.F. Community College District | Sally McReynolds |
| 226-93/94 | S.F. Community College District | Ann C. Goldsmith |
| 227-93/94 | S.F. Community College District | Lynne Creighton |
| 228-93/94 | Social Services | In Home Supportive Services Consortium of San Francisco, Inc. |
| 229-93/94 | Social Services | F.M. Blake & Associates |
| 230-93/94 | Social Services | The Family School |
| 231-93/94 | Social Services | S.F. Educational Services |
| 232-93/94 | Public Health | Haight Ashbury Free Medical Clinics, Inc. |
| 233-93/94 | Public Health | Bayview Hunter's Point Foundation |
| 234-93/94 | Public Health | Polaris Research and Development |
| 235-93/94 | Public Health | The Alexander Group |
| 236-93/94 | Public Health | California Pacific Medical Center/Visiting Nurses and Hospice |
| 237-93/94 | Public Health | Deborah Johnson of the Motivational Institute |
| 238-93/94 | Public Health | Santa Clara County Health Department, Medical Services Division |

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------------|
| 239-93/94 | Public Health | Treadwell & Rollo, Inc. |

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

| | | |
|-----------|---------------|--|
| 240-93/94 | Public Health | S.F. Mental Health Educational Funds, Inc. |
|-----------|---------------|--|

Action:

1. Contract Number 154-93/94 over to the meeting of October 4, 1993 at the request of the Airports Commission.
2. Contract Numbers 213-93/94 and 214-93/94 over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.
3. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.
4. The Commission directed staff to check Memoranda of Understanding for compliance with notification requirements when reviewing contracts.

1119-93 Classification of new positions in the 1993-94 Budget.
(Calendar Item No. D)

Action: Allocate new positions to recommended classifications; defer classification action on positions designated with Symbol "SC".

1123-93 Classification of positions in various City departments.
(Calendar Item No. C)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|------------------------|---------------------|---|--|
| Public Health/ SFGH | 1 | 2302 Nursing Assistant (Sch. 53.1 \$1226B1484) | 2586 Health Worker II (Sch. 50.2 \$1067B1291) |
| Public Works | 1 | 5135 Assistant Superintendent of Street and Sewer Repair (Sch. 66.2 \$2309B2806) | Same |

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1124-93 Request to make two temporary exempt appointments in Class 5506 Project Manager III per Charter Section 8.300(5) in the Airports Commission. (Calendar Item No. 6)

Action: Over to the meeting of October 4, 1993 at the request of Local 21.

COMPENSATION MATTERS

2206-93 Appeal of denial of assault pay request by Rick Stromas. (Calendar Item No. 7)

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Transport Workers Union.

Action: Over to the meeting of October 4, 1993 at the request of staff.

2213-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. F)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2217-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. E)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|------------------------------------|-----------------------|-------------------------|
| Richard Ruvolo 1369 Special Assistant X | Chief Administrative Officer | 2 | 2 |
| Seema Grover 1822 Administrative Analyst | Public Library | 2 | 2 |
| Amy Brownell 1372 Special Assistant XIII | Public Health | 4 | 4 |
| Susan Ehrlich 1373 Special Assistant XIV | Public Health | 5 | 5 |

COMPENSATION MATTERS (cont.)

2217-93
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|----------------------|-----------------------|-------------------------|
| William Wedemeyer A982 Vocational Assessment Counselor | Social Services | 5 | 5 |
| James Janette 4269 Chief Appraiser | Assessor | 5 | 5 |
| Bassam Totah 8174 Attorney | District Attorney | 3 | 3 |

Action: Adopt staff report.

2218-93 Appeal of denial of assault pay request by Gustavus Rugley.
(Calendar Item No. 8)

Action: Over to the meeting of October 4, 1993 at the request of staff.

EXAMINATION MATTERS

3160-93 Appeal of staff's denial of protests of minimum qualifications of the examination announcement for Class 8240 Police Communications Shift Supervisor. (Calendar Item No. 17)

Action: Adopt staff report; deny appeals of Frank Martin del Campo and Joan Madden.

3657-93 Appeal of administrative rejection for Class H2 Firefighter by Mark B. Osuna. (Calendar Item No. 18)

Action:

1. Approve Mr. Osuna's request to hear appeal in closed session.
2. Deny staff report; grant appeal of Mark B. Osuna.

3675-93 Request to issue Classes 2913 Program Specialist and 2915 Program Specialist Supervisor announcement as promotive basis only. (Calendar Item No. H)

Action: Off calendar at the request of Department of Social Services.

IN-SERVICE MATTERS

4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. 14)

August 17, 1992: 1. Post for adoption.

 2. Transmit to the Employee Relations Division for meet and confer with employee organizations.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.

May 3, 1993: Over to the meeting of June 7, 1993 at the request of staff.

June 7, 1993: Off calendar pending completion of the meet and confer/consultation process.

Action: 1. Adopt staff report with the following amendments:

- a. change effective date from November 1, 1993 to January 1, 1994.
- b. correct appendix to include classes represented by the Deputy Sheriff's Association.
- c. add classes represented by Local 790 to Civil Service Commission Rule 11.02 Part I pending completion of meet and confer process.

2. Continue meet and confer process with Locals 200, 250-A and 21.
3. Proceed immediately to meet and confer with SEIU (Locals 250, 535 and 790).
4. Report to Civil Service Commission on November 1, 1993 on progress of meet and confer with SEIU.

The following individuals spoke on this matter:

Thom Beam, Local 535

James Bryant, Local 790

Claire Caldwell, TWU, Local 250-A

Henry Der, Chinese for Affirmative Action

Alice Fialkin, TWU, Local 200

Donna Figone, Local 790

Edward Gazzano, Public Health

Michael Harris, United Minorities against Discrimination

Ed Lieberman, Operating Engineers, Local 3

IN-SERVICE MATTERS (cont.)

4367-93

(cont.)

Ruth Maginnis, Librarian's Guild, Local 790
Josie Mooney, Local 790
Kathleen Murray, Public Utilities Commission
David Novogrodsky, Local 21
Flo Stroud, Public Health
William Vaughn, Social Services
Dan Venable, Local 790
Kay Walker, Local 535
Claire Zvanski, Local 790

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 9)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

Action: Over to the meeting of October 4, 1993 by Commission action.

6203-93 Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (Calendar Item No. 10)

August 16, 1993: Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).

Action: Over to the meeting of October 4, 1993 by Commission action.

6369-93 Request to designate Class 2832 Supervising Public Health Nurse, as promotive for layoff purposes. (Calendar Item No. 11)

Action: Adopt staff report; designate Class 2832 Supervising Public Health Nurse, as promotive for layoff purposes.

IN-SERVICE MATTERS (cont.)

6536-93 Proposed amendments to various Civil Service Commission Rules to implement Proposition C. (Calendar Item No. 12)

October 5, 1992: 1. Post for adoption.
2. Forward to the Mayor's Employee Relations Division for meet and confer.

Action: Adopt staff report to be effective January 1, 1994.

6537-93 Proposed amendments to various sections of Civil Service Commission Rule 6 - Separation Hearings and Procedures, in implementation of Propositions C & E (November 1991 Ballot). (Calendar Item No. 13)

February 1, 1993: Off calendar by Commission action.

Action: Off calendar at the request of staff.

6538-93 Extension of Holdover Rights for Blas Aguirre in Class 1220 Payroll Clerk. (Calendar Item No. 1)

Action: Adopt staff report; extend holdover rights in Class 1220 Payroll Clerk for a one year period beginning July 1, 1993 and expiring on June 30, 1994.

6539-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. J)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6540-93 Appeal of the decision of the General Manager, Personnel by William Beaumont to restrict future employment. (Calendar Item No. 16)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years' work experience outside the City and County service and successful completion of Sexual Harassment training program. Not to be employed again by the San Francisco Unified School District.

6541-93 Future employability of Mayuri Kansupda, Class 8108 Senior Legal Process Clerk, County Clerk/Recorder Department. (Calendar Item No. G)

Action: Adopt staff report.

1. Future employment with the City and County of San Francisco is subject to Ms. Kansupda providing medical certification from her personal physician indicating that she has completed treatment and is cleared to return to work and Ms. Kansupda must be medically cleared by a Civil Service Commission designated physician.
2. No future employment with the County Clerk/Recorder Department.

6553-93 Proposed procedures for monitoring appointments made as a result of the expanded Certification Rule. (Calendar Item No. 15)

Action: Staff to prepare a report to the Commission for its meeting on October 18, 1993.

6582-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. K)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 20, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Crystal Anne Alexander, 8304 Deputy Sheriff, 178/E-14, Sheriff's Office, 7/22/93. (Calendar Item No. 27)

Action: Over to the meeting of October 18, 1993 at the request of Ms. Alexander's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93. (Calendar Item No. 16)
(Calendar Item No. 31)

July 19, 1993: Over to the meeting of August 2, 1993 at Mr. Berton's request.

August 2, 1993: Over to the meeting of September 20, 1993 at Mr. Berton's request.

Action: Over to the meeting of October 18, 1993 at the request of the Department of Social Services.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93. (Calendar Item No. 29)

Action: Over to the meeting of October 4, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Luis Gomez, Jr., 2736 Porter, 20/E-57, Department of Public Health, San Francisco General Hospital Medical Center, 7/23/93. (Calendar Item No. 25)

Action: Over to the meeting of October 4, 1993 at the request of Mr. Gomez's representative.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mary M. Gorman, 1430 Transcriber Typist, 8/CPE-15, Department of Public Health, Laguna Honda Hospital, 7/21/93. (Calendar Item No. 22)

August 16, 1993: Over to the meeting of September 20, 1993 at the request of Local 790.

Action: Dismiss from the City and County Service. Return name to list in Class 1430 Transcriber Typist. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sergio R. Hernandez, 1650 Accountant, 55.5/E-41, Controller's Office, Accounting Operation, 7/6/93. (Calendar Item No. 21)

August 2, 1993: Over to the meeting of September 20, 1993 at Mr. Hernandez's request.

Action: Off calendar, appeal withdrawn.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 20)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of Mr. Inouye's attorney.

Action: Over to the meeting of October 18, 1993 at the request of Mr. Inouye's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Kathey D. Lewis, 8304 Deputy Sheriff, 152/E-15, Sheriff's Office, 8/11/93. (Calendar Item No. 26)

Action: Over to the meeting of October 4, 1993 at the request of Operating Engineers, Local 3.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Bonnie Podell, 2424 X-Ray Laboratory Aide, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 7/18/93. (Calendar Item No. 24)

August 16, 1993: Over to the meeting of September 20, 1993 at Ms. Podell's request.

Action: Over to the meeting of October 4, 1993 at Ms. Podell's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93. (Calendar Item No. 28)

Action: Over to the meeting of October 4, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hatch Hatchy Water and Power, 2/27/93.
(Calendar Item No. 23)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.
2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

Action: Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92. (Calendar Item No. 30)

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of September 20, 1993 at Mr. Willis' request.

June 30, 1993: Over to the meeting of September 20, 1993 at Mr. Willis' request.

Action: Over to the meeting of December 6, 1993 at Mr. Willis' request.

GENERAL MANAGER'S REPORT. (Calendar Item No. 32)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 33)

None.

ADJOURNMENT. (Calendar Item No. 34)

In memory of Jerry Butler, Fire Lieutenant, San Francisco Fire Department, who died on August 17, 1993.



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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

DOCUMENTS DEPT.

OCT 6 1993

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES OF MEETING

REGULAR MEETING - OCTOBER 4, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

| | | |
|----------|--|--|
| Present: | Commissioner Clopton Commissioner Kosturos Commissioner Munson Commissioner Uyehara | (Items Missed: Minutes, Consent Calendar, Regular Calendar (Items 6, 7, and 8) |
| Excused: | Commissioner Rios Commissioner Uyehara presided | |

MINUTES.

Amendment to the Minutes of the Civil Service Commission meeting of September 20, 1993.

Action: Amend the Civil Service Commission Minutes of September 20, 1993: Page 11, item 4367-93,
Action: (1)(c) was amended from "add classes represented by Local 790" to "add classes represented by SEIU".

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

A. In accordance with Government Code Section 54957, at the request of Mr. Mark Osuna, the appeal of administrative rejection for Class H2 Firefighter by Mr. Osuna was heard in closed session.

Present were Commissioners Mickins, Munson and Uyehara.

The Commissioners voted to deny the staff report and grant Mr. Osuna's appeal.

B. The Civil Service Commission met in closed session on Monday, October 4, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel issue.

Present were Commissioners Clopton, Munson and Uyehara.

The Commissioners voted 3 to 0 to deny the appeal of Stephen M. Tittel and sustain the decision of the Administrative Law Judge.

C. The Commission met in closed session in accordance with Government Code Section 54957.6 to discuss two labor relations issues:

1. For the first item Commissioners Clopton, Munson and Uyehara were present. The Commissioners instructed the labor negotiator.
2. For the second item Commissioners Clopton, Munson and Uyehara were present.

The Civil Service Commission voted 3 to 0 to direct the General Manager, Personnel to prepare findings on the validity of the bargaining unit 9 decertification petition applying National Labor Relations Board (NLRB) precedent, rules, regulations, and practices to the extent applicable, to review and report on current Civil Service Commission Rules on such issues, and to report on the status of the Municipal Employee Relations Panel (MERP) issues.

3. On the issue of significant likelihood of litigation, Commissioners Clopton, Munson and Uyehara were present.

No action was taken.

D. Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993. The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which the cancellation of this meeting may cause.

CLASSIFICATION MATTERS

1118-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------|
| 154-93/94 | Airport | CH2M Hill |

September 20, 1993: Contract Number 154-93/94 over to the meeting of October 4, 1993 at the request of the Airports Commission.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1124-93 Request to make two temporary exempt appointments in Class 5506 Project Manager III per Charter Section 8.300(5) in the Airports Commission. (Calendar Item No. 7)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 21.

Action: Adopt staff report. Approve temporary exempt appointments of Mr. Thomas Rodriguez and Mr. Raymond Quesada in Class 5506 Project Manager III, effective September 20, 1993 to December 31, 1996.

1128-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|------------------------------|---------------------------------------|
| 241-93/94 | Airport | Dandelion |
| 242-93/94 | Airport | LIMN Co., Inc. |
| 243-93/94 | Chief Administrative Officer | S.F. League of Urban Gardeners (SLUG) |
| 244-93/94 | City Attorney | Stanford Law School |
| 245-93/94 | Mayor's Office | Linda Schanfein |
| 246-93/94 | Mayor's Office | Hilyard Wiggins |
| 247-93/94 | Mayor's Office | Real Alternatives Program |

CLASSIFICATION MATTERS (cont.)

1128-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|------------------------------------|---------------------------------------|
| 248-93/94 | Mayor's Office | Operation Contact |
| 249-93/94 | Public Utilities Commission | EDAW, Inc. |
| 250-93/94 | Public Works | Duffy and Duffy |
| 251-93/94 | S.F. Community College District | Mark Wayne Wilbanks |
| 252-93/94 | Sheriff | Barbara Cotton |
| 253-93/94 | Social Services | International Institute of S.F. |
| 254-93/94 | Public Health | The Youth Leadership Institute |
| 255-93/94 | Public Health | Polaris Research and Development |
| 256-93/94 | Public Health | Industrial Emergency Council |
| 257-93/94 | Public Health | Tom Greaney |
| 258-93/94 | Public Health | Mission Neighborhood Health Center |
| 259-93/94 | S.F. Community College District | Tom Ammiano |

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE
FUNDS:

| | | |
|-----------|---------------|---|
| 260-93/94 | Public Health | County of San Mateo, Division of Mental Health Services |
|-----------|---------------|---|

Action: 1. Contract Numbers 241-93/94 and 242-93/94 off
calendar at the request of the Airports Commission.

2. Adopt staff report on all remaining contracts;
notify the offices of the Controller and the
Purchaser.

CLASSIFICATION MATTERS (cont.)

1129-93 Classification of positions in various City departments.
(Calendar Item No. C)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|-----------------|---|---|
| Public Health/ Central Office | 1 | 6138 Industrial Hygienist (Sch. 64.8 \$2156B2621) | 6130 Safety Analyst (Sch. 64.8 \$2156B2621) |
| Public Health/ SFGH | 4 | 2305 Psychiatric Technician (Sch. 54.7 \$1323B1603) | Same |

Action: Adopt staff report.

COMPENSATION MATTERS

2206-93 Appeal of denial of assault pay request by Rick Stromas.
(Calendar Item No. 8)

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Transport Workers Union.

September 20, 1993: Over to the meeting of October 4, 1993 at the request of staff.

Action: Off calendar at the request of staff.

2218-93 Appeal of denial of assault pay request by Gustavus Rugley.
(Calendar Item No. 9)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of staff.

Action: Adopt staff report; deny appeal of Gustavus Rugley.

2222-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. D)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Michael Hancock 2968 Social Services Manager, Investigations | Social Services | 5 | 5 |

COMPENSATION MATTERS (cont.)

2222-93
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| Paul Moreno 1842 Management Assistant | Public Health | 4 | 4 |
| Clifford Gates 1282 Principal Employee Relations Representative | Mayor's Office | 3 | 3 |

Action: Adopt staff report.

EXAMINATION MATTERS

3669-93 Appeal of background rejection for Class H2 Firefighter by David M. Bodendorfer. (Calendar Item No. 6)

Action: Over to the meeting of October 18, 1993 at Mr. Bodendorfer's request.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 10)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

Action: Over to the meeting of October 18, 1993 at Mr. Slade's request.

IN-SERVICE MATTERS (cont.)

6203-93 Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (Calendar Item No. 11)

August 16, 1993: Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

Action: Over to the meeting of October 18, 1993 at the request of staff.

6668-93 Report in accordance with San Francisco Administrative Code 16.9-25(d), The Sexual Harassment Ordinance. (Calendar Item No. E)

Action: Adopt staff report as amended. Forward to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women.

6670-93 Ratification of Personnel Actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period July 1, 1993 to September 30, 1993. (Calendar Item No. F)

Action: Approve.

6677-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. G)

Action: 1. Sever Requisition Number P-1672/200790 for Class 2248 Assistant Director Clinical Services II from staff report and continue to the meeting of October 18, 1993 at the request of staff.

2. Adopt staff report on all remaining items; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6680-93 Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialties. (Calendar Item No. 12)

Action: Over to the meeting of November 1, 1993 at the request of staff.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 4, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Carlin Ellison, 3417 Gardener, 48/E-10, Recreation and Park Department, 6/30/93. (Calendar Item No. 15)

Action: August 2, 1993: Over to the meeting of August 16, 1993 at Ms. Ellison's request.

Action: August 16, 1993: Over to the meeting of October 4, 1993 at the request of Ms. Ellison's attorney.

Action: Return name to the eligible list from which appointed to this position (Class 3417 Gardener).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93. (Calendar Item No. 19)

Action: September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

Action: Over to the meeting of October 18, 1993 at the request of the San Francisco Unified School District.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Luis Gomez, Jr., 2736 Porter, 20/E-57, Department of Public Health, San Francisco General Hospital Medical Center, 7/23/93. (Calendar Item No. 18)

Action: September 20, 1993: Over to the meeting of October 4, 1993 at the request of Mr. Gomez's representative.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92. (Calendar Item No. 14)

November 16, 1992: Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.

Action: Over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kathey D. Lewis, 8304 Deputy Sheriff, 152/E-15, Sheriff's Office, 8/11/93. (Calendar Item No. 20)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Operating Engineers, Local 3.

Action: Off calendar; appeal withdrawn.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Bonnie Podell, 2424 X-Ray Laboratory Aide, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 7/18/93. (Calendar Item No. 17)

August 16, 1993: Over to the meeting of September 20, 1993 at Ms. Podell's request.

September 20, 1993: Over to the meeting of October 4, 1993 at Ms. Podell's request.

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93. (Calendar Item No. 21)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

Action: Over to the meeting of October 18, 1993 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.
(Calendar Item No. 16)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

September 20, 1993: Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

Action: Over to the meeting of October 18, 1993 at the request of the City Attorney's Office.

DISMISSAL OF PERMANENT APPOINTMENT

Hilda White, 2920 Medical Social Worker, 36/E-23, Department of Public Health, Central Office, 1/22/93. (Calendar Item No. 22)

Action: Off calendar; appeal withdrawn.

GENERAL MANAGER'S REPORT (Calendar Item No. 23)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 24)

Thom Beam, Local 535

ADJOURNMENT. (Calendar Item No. 25)

IN-SERVICE MATTERS

4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. 14)

August 17, 1992: 1. Post for adoption.

2. Transmit to the Employee Relations Division for meet and confer with employee organizations.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.

May 3, 1993: Over to the meeting of June 7, 1993 at the request of staff.

June 7, 1993: Off calendar pending completion of the meet and confer/consultation process.

Action: 1. Adopt staff report with the following amendments:

- a. change effective date from November 1, 1993 to January 1, 1994.
- b. correct appendix to include classes represented by the Deputy Sheriff's Association.
- c. add classes represented by SEIU (Locals 250, 535 and 790) to Civil Service Commission Rule 11.02 Part I pending completion of meet and confer process.

2. Continue meet and confer process with Locals 200, 250-A and 21.
3. Proceed immediately to meet and confer with SEIU (Locals 250, 535 and 790).
4. Report to Civil Service Commission on November 1, 1993 on progress of meet and confer with SEIU.

The following individuals spoke on this matter:

Thom Beam, Local 535

James Bryant, Local 790

Claire Caldwell, TWU, Local 250-A

Henry Der, Chinese for Affirmative Action

Alice Fialkin, TWU, Local 200

Donna Figone, Local 790

Edward Gazzano, Public Health

Michael Harris, United Minorities against Discrimination

Ed Lieberman, Operating Engineers, Local 3



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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - OCTOBER 18, 1993

PART I - 2 p.m.

DOCUMENTS

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton
 Commissioner Kosturos
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

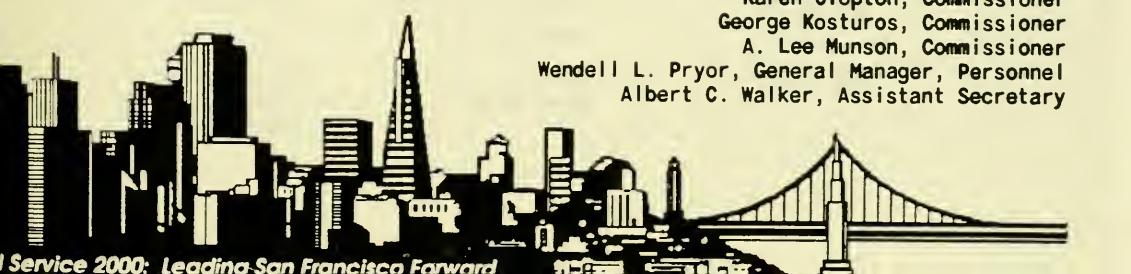
(Items Missed: 18 and
General Manager's Report)

Commissioner Uyehara presided

MINUTES.

Regular Meeting of October 4, 1993.

Action: Approve.



Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

ANNOUNCEMENTS.

(A) Executive Session, October 18, 1993.

The Civil Service Commission met in closed session on Monday, October 18, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations issues and matters presenting a significant likelihood of litigation.

Present were Commissioners Uyehara, Rios, Clopton, Kosturos and Munson.

Labor Relations Issues: 1. The Commission approved the Memorandum of Understanding as amended between United Public Employees Local 790 and the City and County of San Francisco for Staff Nurses.

2. The Commission instructed its labor negotiators on other labor relations issues.

Potential Litigation: The Commission consulted with the City Attorney concerning the matters of potential litigation.

(B) Change in Commission Meeting Schedule.

Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993.

CLASSIFICATION MATTERS

1118-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|---------------------------------------|
| 213-93/94 | Public Utilities Commission | AGS, Inc. |
| 214-93/94 | Public Utilities Commission | Consolidated Engineering Laboratories |

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.) September 20, 1993: Contract Numbers 213-93/94 and 214-93/94 over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

Action: Off calendar at the request of the Public Utilities Commission.

1128-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. M)

October 4, 1993: Contract Number 252-93/94 over to the meeting of October 18, 1993.

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------|
| 252-93/94 | Sheriff | Barbara Cotton |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1131-93 Correction of error in failure to grant status in Class 2913 Program Specialist to Robert Abbot from Class 2911 Eligibility Appeals Specialist. (Calendar Item No. I)

Action: Adopt staff report.

1. Correct error in staff report File Number 1222-92: grant status to Robert Abbot, a permanent incumbent in Class 2911 Eligibility Appeals Specialist to Class 2913 Program Specialist.
2. Status grant to be effective August 1, 1993.
3. Advise the Department of Social Services to submit a requisition in Class 2913 Program Specialist for Robert Abbot.

CLASSIFICATION MATTERS (cont.)

1132-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------------|--|
| 261-93/94 | Airport | San Mateo County Community College District |
| 262-93/94 | Airport | Versar Inc./Sierra Environmental Services, A Joint Venture |
| 263-93/94 | CAO | S.F. League of Urban Gardeners (SLUG) |
| 264-93/94 | Civil Service Commission | Kris Schaeffer |
| 265-93/94 | Controller | Oracle Corporation |
| 266-93/94 | Mayor's Office | S.F. Community Television Corporation |
| 267-93/94 | Mayor's Office | Nihonmachi Little Friends |
| 268-93/94 | Mayor's Office | S.F. Court Appointed Special Advocate Program (CASA) |
| 269-93/94 | Mayor's Office | West Bay Pilipino Multi-Service Corporation |
| 270-93/94 | Mayor's Office | Office of Samoan Affairs |
| 271-93/94 | Mayor's Office | Youth Guidance Center Improvement Committee |
| 272-93/94 | Port | Sverdrup Civil, Inc. |
| 273-93/94 | Port | Kwan Henmi |
| 274-93/94 | Public Health | National Task Force on AIDS Prevention/AGUILAS |
| 275-93/94 | Public Health | Medicus Systems Corporation |

CLASSIFICATION MATTERS (cont.)

1132-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 276-93/94 | Public Health | Barrie Grenell |
| 277-93/94 | Public Health | Vaughn Simkins |
| 278-93/94 | Public Health | Bayview Hunter's Point Foundation |
| 279-93/94 | Public Health | CAHEED (Calif. Assn. for Health Education Employment & Dignity, Inc.) |
| 280-93/94 | Public Health | National Latina Health Organization |
| 281-93/94 | Public Health | Asereth Medical Services, Inc. |
| 282-93/94 | Public Health | International Healthcare Associates |
| 283-93/94 | Public Health | James L. Mitchell |
| 284-93/94 | Public Health | Nor-Cal Medical Temps |
| 285-93/94 | Public Health | RX Relief, Inc. |
| 286-93/94 | Public Health | Western Medical Services |
| 287-93/94 | Public Health | Physical & Occupational Therapist's Registry, Inc. |
| 288-93/94 | Public Health | Professional Health Care Providers |
| 289-93/94 | Public Health | Baker Places |
| 290-93/94 | Public Health | Bay Area Young Positives |
| 291-93/94 | Public Health | Bayview Hunter's Point Foundation |
| 292-93/94 | Public Health | Catholic Charities of San Francisco |

CLASSIFICATION MATTERS (cont.)

| 1132-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|---|-------------------------------|
| | 293-93/94 | Public Health | Larkin Street Youth Center |
| | 294-93/94 | Public Health | Lutheran Social Services |
| | 295-93/94 | Public Utilities Commission | Smith-Dawson Associates, Inc. |
| | 296-93/94 | Public Works | Smith, Dawson & Andrews |
| | 297-93/94 | Real Estate | Christofer E. Frasco, et.al. |
| | 298-93/94 | S.F. Community College District | Ruth Dunmire |
| | 299-93/94 | Sheriff | Third Baptist Church, Inc. |
| | 300-93/94 | Human Rights Commission | S.F. State University |
| Action: | 1. | Contract Number 261-93/94 off calendar at the request of the Airports Commission. | |
| | 2. | Contract Number 265-93/94 over to the meeting of November 1, 1993 at the request of the Controller's Office. | |
| | 3. | Contract Number 278-93/94 approved by Vote of 4 to 0; Commissioner Clopton excused from voting by motion and vote of the other Commissioners as provided under Charter Section 3.500. | |
| | 4. | Contracts Number 281-93/94, 282-93/94, 283-93/94, 284-93/94, 285-93/94 and 286-93/94 approved by (Vote of 4 to 1: Commissioner Clopton dissenting). | |
| | 5. | Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser. | |

CLASSIFICATION MATTERS (cont.)

1133-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. D)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Title</u> | <u>Recommended Class</u> |
|--------------------------------------|-----------------|--|--------------------------|
| Controller | 2 | 1426 Senior Clerk Typist | Same |
| | 1 | 1574 Executive Secretary to the Controller | Same |
| | 1 | 1402 Junior Clerk | Same |
| | 1 | 1426 Senior Clerk Typist | Same |
| | 1 | 1446 Secretary II | Same |
| | 1 | 1655 Systems Accountant | Same |
| | 3 | 1657 Senior Systems Accountant | Same |
| Juvenile Probation | 1 | 2770 Senior Laundry Worker | Same |
| | 1 | 7524 Institution Utility Worker | Same |
| | 5 | 8320 Counselor - Juvenile Hall | Same |
| Adult Probation | 1 | 8440 Probation Officer | Same |
| | 1 | 8434 Supervising Adult Probation Officer | Same |
| Parking and Traffic Commission | 1 | 7510 Lighting Fixture Maintenance Worker | Same |
| Police | 1 | 1220 Payroll Clerk | Same |
| Real Estate | 1 | 1656 Head Accountant | Same |
| Electricity | 1 | 1630 Account Clerk | Same |
| | 1 | 1652 Senior Accountant | Same |

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1134-93 Classification of positions in various City departments.
(Calendar Item No. C)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|-----------------|---|---|
| Public Health/ Central Office | 1 | 6141 Manager, Office of Health and Safety (Sch. 68.1 \$2533B3080) | Same |
| Public Health/ SFGH | 1 | 1498 Supervising Clerk II (Sch. 55.1 \$1349B1634) | 1450 Secretary II (Sch. 54.2 1291B1565) |
| | 1 | 2532 Paramedic (Sch. 60.2 \$1723B2094) | Same |
| | 3 | 2330 Anesthetist (Sch. 69.9 \$2764B3460) | Same |

Action: Adopt staff report.

COMPENSATION MATTERS

2225-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. H)

Action:

1. Request for Thomas Rogers, Class 7380 Electrical Transit Mechanic, Assistant Supervisor, Public Utilities Commission, off calendar at the request of the Public Utilities Commission.
2. Adopt balance of staff report; approve supervisory differential adjustments; notify departments accordingly.

2226-93 Requests for appointment above the entrance rate for various exempt employees in various City departments. (Calendar Item No. G)

Action: Adopt staff report as amended.

COMPENSATION MATTERS (cont.)

2227-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. E)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Valerie Kegebein 2885 Senior Health Educator | Public Health | 5 | 5 |
| Gerdeline Wolfert 2454 Clinical Pharmacist | Public Health | 3 | 3 |

Action: Adopt staff report.

2230-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. F)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| Cynthia Selmar AA57 Health Center Manager | Public Health | 5 | 5 |
| Kathryn Eng AA57 Health Center Manager | Public Health | 4 | 4 |
| Jan Murphy AA57 Health Center Manager | Public Health | 4 | 4 |
| Michael Pile AA57 Health Center Manager | Public Health | 4 | 4 |
| Nancy Rubin AA57 Health Center Manager | Public Health | 5 | 5 |

Action: Adopt staff report.

EXAMINATION MATTERS

3669-93 Appeal of background rejection for Class H2 Firefighter by David M. Bodendorfer. (Calendar Item No. 5)

October 4, 1993: Over to the meeting of October 18, 1993 at Mr. Bodendorfer's request.

Action: Adopt staff report; sustain the decision of the Chief of the San Francisco Fire Department; deny appeal of David M. Bodendorfer. (Mr. Bodendorfer failed to appear).

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 7)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

October 4, 1993: Over to the meeting of October 18, 1993 at Mr. Slade's request.

Action: Over to the meeting of November 1, 1993 at the request of Local 21.

6203-93 Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (Calendar Item No. 8)

August 16, 1993: Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

IN-SERVICE MATTERS (cont.)

6203-93

(cont.) October 4, 1993: Over to the meeting of October 18, 1993 at the request of staff.

Action: Adopt staff report; designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes.

6677-93

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff (P-1672/200790 for Class 2248 Assistant Director Clinical Services II). (Calendar Item No. 6)

October 4, 1993: Sever Requisition Number P-1672/200790 for Class 2248 Assistant Director Clinical Services II from staff report and continue to the meeting of October 18, 1993 at the request of staff.

Action: Deny staff report as it relates to Personnel Requisition P-1672/200790 for Class 2248 Assistant Director Clinical Services II; maintain forensics waiver on the requisition for the Center for Special Problems (Vote of 3 to 2: Commissioners Munson and Kosturos dissent).

6742-93

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. J)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6748-93

Proposed amendment to the Civil Service Commission Rules adding new Rule 11B - Certification from Certain Eligible Lists for Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst. (Calendar Item No. K)

Action: Post for adoption at the meeting of November 1, 1993.

IN-SERVICE MATTERS (cont.)

6757-93 Review of proposed amendment to Memorandum of Understanding between City and County of San Francisco and Service Employees International Union for Registered Nurses. (Calendar Item No. L)

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 18, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Crystal Anne Alexander, 8304 Deputy Sheriff, 178/E-14, Sheriff's Office, 7/22/93. (Calendar Item No. 16)

September 20, 1993: Over to the meeting of October 18, 1993 at the request of Ms. Alexander's attorney.

Action: Return name to the eligible list from which appointed to this position (Class 8304 Deputy Sheriff).

APPEAL OF AUTOMATIC RESIGNATION

Margarita Andino, 8214 Parking Control Officer, 64/E-15, Department of Parking and Traffic, 8/13/93. (Calendar Item No. 13)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

DISMISSAL OF PERMANENT EMPLOYEE

Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93. (Calendar Item No. 18)

July 19, 1993: Over to the meeting of August 2, 1993 at Mr. Berton's request.

August 2, 1993: Over to the meeting of September 20, 1993 at Mr. Berton's request.

September 20, 1993: Over to the meeting of October 18, 1993 at the request of the Department of Social Services.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Outside work experience must include public contact experience. No future employment in classes in the eligibility or social work series. Not to be employed again by the Department of Social Services.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93. (Calendar Item No. 17)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the San Francisco Unified School District.

Action: Over to the meeting of November 1, 1993 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92. (Calendar Item No. 10)

November 16, 1992: Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

Action: Over to the meeting of November 1, 1993 at the request of the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

Robert Hallock, 3417 Gardener, 131/E-6, Recreation and Park Department, Golf Division, 9/3/93. (Calendar Item No. 12)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 11)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of Mr. Inouye's attorney.

September 20, 1993: Over to the meeting of October 18, 1993 at the request of Mr. Inouye's attorney.

Action: Over to the meeting of November 1, 1993 at the request of Mr. Inouye's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93. (Calendar Item No. 15)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of Local 790.

Action: Over to the meeting of November 1, 1993 at the request of the Juvenile Probation Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hatch Hatchy Water and Power, 2/27/93.
(Calendar Item No. 14)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

September 20, 1993: Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the City Attorney's Office.

Action: Over to the meeting of November 1, 1993 at the request of the City Attorney's Office.

GENERAL MANAGER'S REPORT. (Calendar Item No. 19)

- (A) Report presented.
- (B) Proposed procedures for monitoring appointments made as a result of the expanded certification rule.
(File No. 6553-93)

September 20, 1993: Staff to prepare a report to the Commission for its meeting on October 18, 1993.

Action: Refer recommendations back to staff for revision and incorporation of Commission comments; to be resubmitted at the meeting of November 1, 1993.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 20)

None.

ADJOURNMENT. (Calendar Item No. 21)

CLASSIFICATION MATTERS (cont.)

1128-93

(cont.)

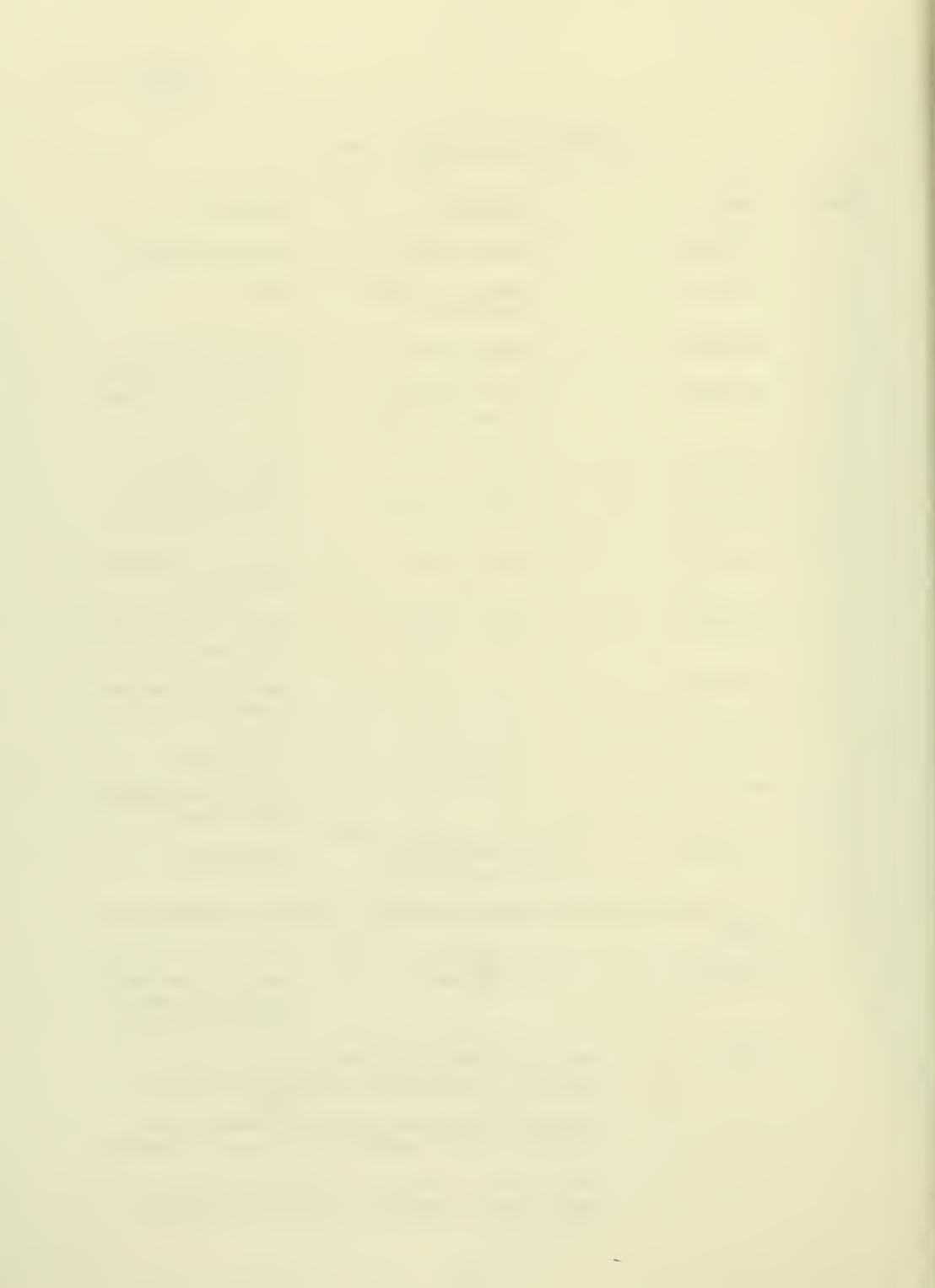
| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------------------|------------------------------------|
| 248-93/94 | Mayor's Office | Operation Contact |
| 249-93/94 | Public Utilities Commission | EDAW, Inc. |
| 250-93/94 | Public Works | Duffy and Duffy |
| 251-93/94 | S.F. Community College District | Mark Wayne Wilbanks |
| 252-93/94 | Sheriff | Barbara Cotton |
| 253-93/94 | Social Services | International Institute of S.F. |
| 254-93/94 | Public Health | The Youth Leadership Institute |
| 255-93/94 | Public Health | Polaris Research and Development |
| 256-93/94 | Public Health | Industrial Emergency Council |
| 257-93/94 | Public Health | Tom Greaney |
| 258-93/94 | Public Health | Mission Neighborhood Health Center |
| 259-93/94 | S.F. Community College District | Tom Ammiano |

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

| | | |
|-----------|---------------|---|
| 260-93/94 | Public Health | County of San Mateo, Division of Mental Health Services |
|-----------|---------------|---|

Action:

1. Contract Number 252-93/94 over to the meeting of October 18, 1993 at the request of Local 790.
2. Contract Numbers 241-93/94 and 242-93/94 off calendar at the request of the Airports Commission.
3. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.





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**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

MINUTES OF MEETING

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REGULAR MEETING - NOVEMBER 1, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton (Item Missed: 19)
Commissioner Kosturos
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Uyehara presided

Time Meeting Convened: 2:16 p.m.

MINUTES.

A. Regular Meeting of October 18, 1993.

Action: Approve as amended to record Commissioner Clopton's abstention under Charter Section 3.500 on Contract Number 291-93/94.

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



MINUTES. (cont.)

B. Correction to Minutes of October 4, 1993.

From Commissioner Karen Clopton: Request for reconsideration of Civil Service Commission action of October 4, 1993 regarding Contract Number 254-93/94 between the Department of Public Health and the Youth Leadership Institute (File Number 1128-93).

Action:

1. Request for reconsideration granted.
2. Rescind action of October 4, 1993 on Contract Number 254-93/94.
3. Approve Contract Number 254-93/94 (Vote of 4 to 0: Commissioner Clopton excused from voting by motion and vote of the Commission under Charter Section 3.500.)
4. Amend Minutes of October 4, 1993 to reflect this action.

ANNOUNCEMENTS.

A. Executive Session, November 1, 1993.

The Civil Service Commission met in closed session on Monday, November 1, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of Walker v. the City and County of San Francisco, et al., (Superior Court No. 954-877).

Present were Commissioners Uyehara, Rios, Clopton, Kosturos and Munson.

The Commission consulted with the City Attorney; no action was taken.

B. Change in schedule of Civil Service Commission meetings.

Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993.

RESOLUTION OF COMMENDATION.

Resolution of Commendation for Donald J. Pistolesi, Assistant Division Manager, Civil Service Commission, upon his retirement after twenty-eight (28) years of dedicated service.

Action: Adopt.

CLASSIFICATION MATTERS

1132-93 Review of request for approval of proposed personal services contract number 265-93/94 between the Controller's Office and the Oracle Corporation. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|-------------------|--|--------------------|
| 265-93/94 | Controller | Oracle Corporation |
| October 18, 1993: | Contract Number 265-93/94 over to the meeting of November 1, 1993 at the request of the Controller's Office. | |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |

1137-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 301-93/94 | Airport | Curtis & Tompkins Analytical Labs |
| 302-93/94 | Airport | Tim Dayonot |
| 303-93/94 | Airport | Janis Bell |
| 304-93/94 | CAO | Artemis Capital Group/Charles A. Bell Securities |
| 305-93/94 | CAO | Artemis Capital Group/Kitahata & Company |
| 306-93/94 | CAO | Public Financial Management/Smith Mitchell Investment Group |

CLASSIFICATION MATTERS (cont.)

1137-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------------------|--|
| 307-93/94 | CAO | Public Financial Management/Kitahata & Company |
| 308-93/94 | CAO | Economics Research Associates (ERA); Public Affairs Management (PAM); Iyer and Associates (IYER) (J/V) MBE/WBE |
| 309-93/94 | Police | Chinatown Youth Center |
| 310-93/94 | Police | Knox Associates |
| 311-93/94 | Police | National Council on Alcoholism & Other Drug Addictions - Bay Area NCADA-BA |
| 312-93/94 | Police | Real Alternatives Program - La Casa de los Jovenes (Mission Multi-Service Teen Center) |
| 313-93/94 | Public Health | UCSF/SFGH |
| 314-93/94 | Recreation and Park | Ginny Silva Jaquith/ San Francisco State University |
| 315-93/94 | Recreation and Park | Interquest Investigations, Inc. |
| 316-93/94 | S.F. Community College District | Mark Albright |
| 317-93/94 | Sheriff | Comprehensive Action Network (Thurgood Marshall Center) |

Action:

1. Contracts Numbers 302-93/94 and 312-93/94 off calendar at the request of the departments.
2. Contracts Numbers 303-93/94 and 315-93/94 over to the meeting of November 15, 1993 by Commission action.
3. Adopt staff report on the remaining contracts; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1138-93 Classification of positions in various City departments.
(Calendar Item No. C)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-------------------|---------------------|--|---|
| Public Works | 1 | A889 Financial Specialist I (J, \$1323B1603) | 1823 Senior Administrative Analyst (Budget) (Z, Sch. 61.5 \$1835B2230) |
| | 1 | A003 Grants Reimbursement Specialist II (Z,J \$1690B2053) | 1824 Principal Administrative Analyst (Leg/Policy) (Z, Sch. 64.7 \$2145B2607) |
| | 1 | A890 Financial Specialist II (J, \$1844B2242) | 1824 Principal Administrative Analyst (Budget) (Z, Sch. 64.7 \$2145B2607) |
| | 1 | A890 Financial Specialist II (J, \$1844B2242) | 1823 Senior Administrative Analyst (Contract Administration) (Z, Sch. 61.5 \$1835B2230) |
| Social Services | 1 | 1823 Administrative Analyst (Sch. 61.5 \$1835B2230) | Same |

Action: Adopt staff report.

1139-93 Request for approval to make one temporary exempt appointment in Class 5504 Project Manager II per Charter Section 8.300(5) in the Department of Public Health at San Francisco General Hospital.
(Calendar Item No. G)

Action: Adopt staff report. Approve a temporary exempt appointment of Mr. Carlos Villalva in accordance with Charter Section 8.300(5) to Class 5504 Project Manager II, effective November 1, 1993 to December 31, 1995.

CLASSIFICATION MATTERS (cont.)

1141-93 Classification of positions in various City departments.
(Calendar Item No. D)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-----------------------|---------------------|---|--|
| Juvenile Probation | 1 | 1654 Principal Accountant (Sch. 60.0 \$1706B2074 | 1655 Systems Accountant (Sch. 61.0 \$1791B2178) |

Action: Adopt staff report.

COMPENSATION MATTERS

2229-93 Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Calendar Item No. K)

Action: Adopt staff report; forward to the Board of Supervisors.

2238-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance and/or Memorandum of Understanding Article III, Section 5 of the Agreement between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, (IFPTE) Local 21, AFL-CIO. (Calendar Item No. F)

Action: Adopt staff report; approve supervisory differential adjustments; notify department accordingly.

2239-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. E)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|----------------------|---------------------------|-----------------------------|
| George Connell 1880 Chief of Systems | Controller | 5 | 5 |
| Manuel Uy 1821 MIS Manager | District Attorney | 4 | 4 |
| Julia Friedlander 8174 Attorney, Civil and Criminal | City Attorney | 2 | 2 |

COMPENSATION MATTERS (cont.)

2239-93

(cont.)

Action: 1. Request from District Attorney for Manuel Uy over to the meeting of November 15, 1993 by Commission action.

2. Adopt staff report on remaining two requests.

EXAMINATION MATTERS

3258-93 Appeal of background rejection for Class 8238 Police Communications Dispatcher by Jeanette L. Cross. (Calendar Item No. 11)

Action: Adopt staff report; deny appeal of Jeanette L. Cross; sustain the decision of the Chief of Police.

3675-93 Request to issue Classes 2913 Program Specialist and 2915 Program Specialist Supervisor announcement on a promotive basis only. (Calendar Item No. 10)

September 20, 1993: Off calendar at the request of Department of Social Services.

Action: Adopt staff report as amended to reflect the Commission's intention to announce these examinations on a Citywide basis.

1. Issue announcement for Class 2913 Program Specialist on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2908 Hospital Eligibility Worker, 2907 Eligibility Worker Supervisor, 2910 Social Worker and 2912 Senior Social Worker, who also meet specified minimum qualifications.
2. Issue announcement for Class 2915 Program Specialist Supervisor on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2911 Appeals Specialist and 2907 Eligibility Worker Supervisor, who also meet specified minimum qualifications.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 9)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

IN-SERVICE MATTERS (cont.)

4986-93

(cont.)

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner/Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Medical Examiner/Coroner.

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

October 4, 1993: Over to the meeting of October 18, 1993 at Mr. Slade's request.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of Local 21.

Action: Over to the meeting of November 15, 1993 at the request of staff.

6017-93

Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. 8)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

August 16, 1993: Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

Action: Over to the meeting of December 6, 1993 at the request of Local 790.

IN-SERVICE MATTERS (cont.)

6680-93 Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialties. (Calendar Item No. L)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

Action: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

6748-93 Proposed amendment to the Civil Service Commission Rules adding new Rule 11B - Certification from Certain Eligible Lists for Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst. (Calendar Item No. I)

October 18, 1993: Post for adoption at the meeting of November 1, 1993.

Action: Adopt.

6801-93 Appeal of the decision of the General Manager, Personnel by Mr. Steven A. Weinkauf to deny him credit for previous employment with the Law Library from January 17, 1977 to September 11, 1980. (Calendar Item No. 7)

Action: Adopt staff report; deny the appeal of Steven A. Weinkauf; sustain the decision of the General Manager, Personnel.

6808-93 Appeal of the decision of the General Manager, Personnel to make a temporary near list appointment in Class 4226 Chief Personal Property Auditor. (Calendar Item No. 6)

Action: Deny staff report; grant appeal of the Tax Collector. Nullify certification of George Linn to the position of Class 4226 Chief Personal Property Auditor, Tax Collector.

6811-93 Status report on meet and confer with Service Employees International Union (SEIU Locals 250, 535 and 790) on Rule 11 - Certification of Eligibles. (Calendar Item No. J)

Report submitted.

IN-SERVICE MATTERS (cont.)

6812-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. H)

Action:

1. Personnel Requisitions with special conditions for "Shift" or "Driver License" over to the meeting of November 15, 1993.
2. Adopt staff report on remaining Personnel Requisitions; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 1, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93. (Calendar Item No. 17)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the San Francisco Unified School District.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of Local 790.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District. (Vote of 3 to 1: Commissioner Kosturos dissents; Commissioner Uyehara abstaining with permission of the other Commissioners as provided under Charter Section 3.500).

Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92. (Calendar Item No. 13)

November 16, 1992: Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of the Public Utilities Commission.

Action: Approve. Reinstate to a position in the class from which promoted in Class 1446 Secretary II subject to a new probationary period. Not to be employed again by the Public Utilities Commission. (Vote of 3 to 2: Commissioners Uyehara and Clopton dissent)

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 14)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of Spetember 20, 1993 at the request of Mr. Inouye's attorney.

September 20, 1993: Over to the meeting of October 18, 1993 at the request of Mr. Inouye's attorney.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of Mr. Inouye's attorney.

Action: Deny appeal. Approve Automatic Resignation. Not to be employed again by the Public Utilities Commission.

Naomi Rose, 2305 Psychiatric Technician, 1/E-44, Department of Public Health, San Francisco General Hospital Medical Center, 8/10/93. (Calendar Item No. 18)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93. (Calendar Item No. 16)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of Local 790.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of the Juvenile Probation Department.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93. (Calendar Item No. 15)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

September 20, 1993: Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the City Attorney's Office.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of the City Attorney's Office.

Action: Off calendar at the request of the City Attorney's Office.

GENERAL MANAGER'S REPORT. (Calendar Item No. 19)

(A) Proposed Strategic Plan for the Civil Service Commission.

Action: Adopt.

(B) Proposed procedures for monitoring appointments made as a result of the expanded certification rule.

September 20, 1993: Staff to prepare a report to the Commission for its meeting on October 18, 1993.

October 18, 1993: Refer recommendations back to staff for revision and incorporation of Commission comments; to be resubmitted at the meeting of November 1, 1993.

Action: Adopt staff report.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 20)

None.

ADJOURNMENT. (Calendar Item No. 21)

Time of Adjournment: 5:45 p.m.

In memory of George Newkirk, Director of Labor Relations, Public Utilities Commission, San Francisco Municipal Railway, who died on October 30, 1993.



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SPECIAL MEETING MINUTES

WEDNESDAY, NOVEMBER 17, 1993

12 NOON

44 GOUGH STREET, 3RD FLOOR, ROOM 330

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Uyehara presided.

• Goals and Strategic Plan for the Civil Service Department.

November 8, 1993: Adjourn to Monday; November 15, 1993; 3:30 p.m., Room 330, 3rd Floor, 44 Gough Street.

November 15, 1993: Meeting adjourned due to lack of a quorum to Wednesday, November 17, 1993 at 12 Noon, 44 Gough Street, Room 300.

Emi R. Uyehara, President
Juan Rios, Vice President

Karen Clopton, Commissioner
George Kosturos, Commissioner

A. Lee Munson, Commissioner

Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



Action: 1. The Commissioners discussed the goals and Strategic Plan for the Civil Service Department in view of the passage of Proposition L on November 2, 1993.

2. The Commission directed staff to prepare for the meeting of December 6, 1993 a proposed staffing and budget plan for the Civil Service Department to implement Proposition L.



**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

MINUTES OF MEETING

REGULAR MEETING - NOVEMBER 15, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton (Items Missed: Minutes)
 Commissioner Kosturos
 Commissioner Munson
 Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Uyehara presided

Time Meeting Convened: 2:20 p.m.

MINUTES.

A. Regular Meeting of November 1, 1993.

Action: Approve.

B. Staff directed to review transcript of hearing on File Numbers 6203-93 and 6677-93 with the October 18, 1993 Minutes to move that the Minutes conform with the Commissioners adopted motions.

Emi R. Uyehara, President

Juan Rios, Vice President

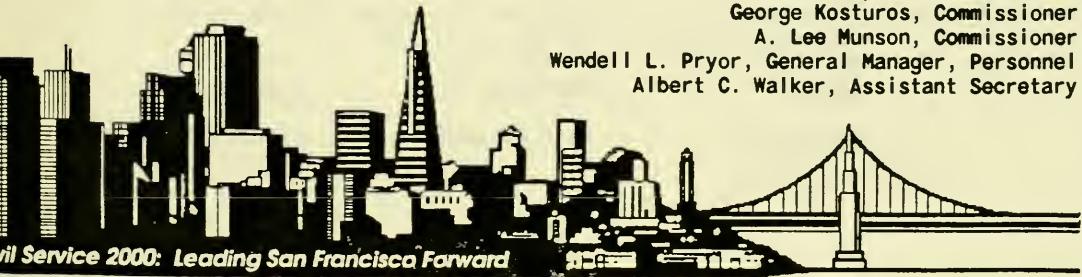
Karen Clopton, Commissioner

George Kosturos, Commissioner

A. Lee Munson, Commissioner

Wendell L. Pryor, General Manager, Personnel

Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

A. Executive Session, November 15, 1993.

The Executive Session of November 15, 1993 was cancelled.

B. Change in schedule of Civil Service Commission meetings.

Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993.

C. Other Announcements.

None.

CLASSIFICATION MATTERS

1137-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------|---------------------------------|
| 303-93/94 | Airport | Janis Bell |
| 315-93/94 | Recreation and Park | Interquest Investigations, Inc. |

November 1, 1993: Contracts Numbers 303-93/94 and 315-93/94 over to the meeting of November 15, 1993 by Commission action.

Action:

1. Contract Number 315-93/94 over to the meeting of December 6, 1993 at the request of the Recreation and Park Department.
2. Adopt staff report on Contract Number 303-93/94; notify the offices of the Controller and the Purchaser.

1145-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---------------------------------------|
| 318-93/94 | Adult Probation | California Community Dispute Services |

CLASSIFICATION MATTERS (cont.)

1145-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|------------------------------------|---|
| 319-93/94 | Airport | Peninsula Corridor Joint Powers Board (S.M.Co. Transit District) |
| 320-93/94 | Civil Service Commission | Fred LaCrosse |
| 321-93/94 | Controller | To Be Determined |
| 322-93/94 | Police | Real Alternatives Program (La Casa de los Jovenes) |
| 323-93/94 | Public Health | Jackie Brookman |
| 324-93/94 | Public Health | The David Inocencio Studio |
| 325-93/94 | Public Library | Friends of the S.F. Public Library |
| 326-93/94 | Public Library | Friends of the S.F. Public Library |
| 327-93/94 | Public Library | Friends of the S.F. Public Library |
| 328-93/94 | Public Library | Friends of the S.F. Public Library |
| 329-93/94 | Public Utilities Commission | Booz, Allen & Hamilton, Inc. |
| 330-93/94 | Public Utilities Commission | Westin Engineering, Inc. |
| 331-93/94 | Public Works | John Carrolo Engineers |
| 332-93/94 | Public Works | ECO Analysis, Inc. |
| 333-93/94 | S.F. Community College District | Mark Sapiro |
| 334-93/94 | S.F. Community College District | Mark Holman |
| 335-93/94 | Sheriff | Acupuncture & Recovery Treatment Services (A.R.T.S.) |

CLASSIFICATION MATTERS (cont.)

| | | | |
|--------------------|---|--------------------------------|---------------------------------------|
| 1145-93 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| | 336-93/94 | Public Utilities Commission | JRP Historical Consulting Services |
| | 337-93/94 | Public Utilities Commission | The Planning Collaborative |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | | |

1146-93 Classification of positions in various City departments.
(Calendar Item No. C)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-------------------|---------------------|--|------------------------------|
| Controller | 1 | 1424 Clerk Typist (Sch. 48.4 \$979B1185) | Same |
| Fire | 1 | 7284 Utility Plumber Supervisor II (Sch. 66.2 \$2309B2806) | Same |
| | 1 | 7250 Utility Plumber Supervisor I (Sch. 64.7 \$2145B2607) | Same |
| Recorder | 2 | 8108 Senior Legal Process Clerk (Sch. 51.2 \$1120B1335) | Same |

Action: Adopt staff report.

| <u>DEPARTMENT</u> | <u>CONSOLIDATE SUBJECT CLASSES</u> |
|-------------------|---|
| Airport | 9261 Terminal Construction Program Administrator (Sch. 74.7 \$3493B4246) |
| | 9270 Deputy Director, Business Administration, Airports Commission (Sch. 74.7 \$3493B4246) |
| | 9272 Deputy Director, Operations & Maintenance, Airports Commission (Sch. 74.7 \$3493B4246) |

CLASSIFICATION MATTERS (cont.)

1146-93
(cont.)

DEPARTMENT **CONSOLIDATE SUBJECT CLASSES**

Airport (cont.) 9274 Deputy Director, Planning and Development, Airports Commission (Sch. 74.7 \$3493B4246)

Action: Over to the meeting of December 6, 1993 at the request of staff.

1147-93 Review of draft class specification for "Executive Assistant" to the Civil Service Commission (Proposition L; November 2, 1993 Ballot). (Calendar Item No. 9)

Action: Calendar for action on December 6, 1993.

COMPENSATION MATTERS

2239-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|-------------------------------|-------------------|-----------------------|-------------------------|
| Manuel Uy 1821 MIS Manager | District Attorney | 4 | 4 |

November 1, 1993: Request from District Attorney for Manuel Uy over to the meeting of November 15, 1993 by Commission action.

Action: Adopt staff report.

2242-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance and/or Memorandum of Understanding Article III, Section 5 of the Agreement between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, (IFPTE) Local 21, AFL-CIO. (Calendar Item No. G)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

2243-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. E)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| Doris Lee 9770 Community Development Assistant | Mayor's Office | 2 | 2 |
| Doris Thomas 9775 Senior Community Development Specialist II | Mayor's Office | 2 | 2 |
| Jean Harris 1371 Special Assistant XII | Public Health | 5 | 5 |
| All appointments in Class 2330 Nurse Anesthetist | Public Health | 4 | 4 |
| All appointments in Class 2450 Pharmacist | Public Health | 5 | 5 |
| All appointments in Class 2453 Supervising Pharmacist | Public Health | 5 | 5 |
| All appointments in Class 2454 Clinical Pharmacist | Public Health | 3 | 3 |
| All appointments in Class 2555 Physical Therapist Assistant | Public Health | 5 | 5 |

Action:

1. Request for Doris Lee and Doris Thomas over to the meeting of December 6, 1993 by Commission action to enable staff to provide additional information.
2. Request for Jean Harris over to the meeting of December 6, 1993 by Commission action; staff directed to investigate allegations of misrepresentations of credentials.
3. Adopt staff report on remaining items.

COMPENSATION MATTERS (cont.)

2248-93 Appeal of staff's denial of supervisory differential adjustment for Fiscal Year 1992-93 for William A. McConnell, Ph.D., Class 2575 Research Psychologist. (Calendar Item No. 8)

Action: Deny staff report; grant appeal of William A. McConnell, subject to the approval of the City Attorney and the Controller.

EXAMINATION MATTERS

3690-93 Appeal of background rejection for Class H2 Firefighter by Lawrence L. Powell. (Calendar Item No. H)

Action: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

3692-93 Appeal of background rejection for Class H2 Firefighter by Kathleen O'Reilly. (Calendar Item No. I)

Action: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 6)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner/Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Medical Examiner/Coroner.

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

October 4, 1993: Over to the meeting of October 18, 1993 at Mr. Slade's request.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of Local 21.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of staff.

Action: Off calendar at the request of staff.

IN-SERVICE MATTERS (cont.)

6680-93 Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialties. (Calendar Item No. 7)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

Action: Over to the meeting of December 6, 1993 due to split vote (vote of 2 to 2).

6812-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. 5)

November 1, 1993: Personnel Requisitions with special conditions for "Shift" or "Driver License" over to the meeting of November 15, 1993.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6856-93 Request of Romeo Nicasio for employment rights in Class 1650 Accountant following layoff from a position in Class 1652 Senior Accountant. (Calendar Item No. F)

Action: Over to the meeting of December 6, 1993 at the request of Local 21.

GENERAL MANAGER'S REPORT. (Calendar Item No. 10)

Proposed budget for the Civil Service Commission and the Human Resources Department.

Report presented.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 11)

None.

ADJOURNMENT. (Calendar Item No. 12)

Time of Adjournment: 5:20 p.m.

In memory of Lowell Hewitt, Secretary II, Department of Public Health, San Francisco General Hospital Medical Center, who died on November 3, 1993.



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**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

MINUTES OF MEETING

REGULAR MEETING - DECEMBER 6, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

DOCUMENTS DEPT.

DEC 9 - 1993

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Present: Commissioner Clopton
 Commissioner Kosturos
 Commissioner Munson
 Commissioner Rios
 Commissioner Uyehara

Commissioner Uyehara presided

Time Meeting Convened: 2:30 p.m.

MINUTES.

A. Special Meeting of November 8, 1993.

Action: Approve.

B. Regular Meeting of November 15, 1993.

Action: Approve.

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

A. Executive Session, December 6, 1993.

The Civil Service Commission met in closed session on Monday, December 6, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel matter.

Present were Commissioners Clopton, Kosturos, Munson, Rios and Uyehara.

No action was taken.

B. Other Announcement.

Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which cancellation of this meeting causes.

CLASSIFICATION MATTERS

1137-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|--|--|
| 315-93/94 | Recreation and Park | Interquest Investigations, Inc. |
| November 1, 1993: | Contracts Numbers 303-93/94 and 315-93/94 over to the meeting of November 15, 1993 by Commission action. | |
| November 15, 1993: | | <ol style="list-style-type: none">1. Contract Number 315-93/94 over to the meeting of December 6, 1993 at the request of the Recreation and Park Department.2. Adopt staff report on Contract Number 303-93/94; notify the offices of the Controller and the Purchaser. |
| Action: | | Adopt staff report; notify the offices of the Controller and the Purchaser. |

CLASSIFICATION MATTERS (cont.)

1146-93 Classification of positions in various City departments.
(Calendar Item No. C)

| <u>DEPARTMENT</u> | <u>CONSOLIDATE SUBJECT CLASSES</u> |
|-------------------|---|
| Airport | 9261 Terminal Construction Program Administrator (Sch. 74.7 \$3493B4246) |
| | 9270 Deputy Director, Business Administration, Airports Commission (Sch. 74.7 \$3493B4246) |
| | 9272 Deputy Director, Operations & Maintenance, Airports Commission (Sch. 74.7 \$3493B4246) |
| | 9274 Deputy Director, Planning and Development, Airports Commission (Sch. 74.7 \$3493B4246) |

November 15, 1993: Over to the meeting of December 6, 1993 at the request of staff.

Action: Off calendar at the request of the Airports Commission.

1147-93 Adoption of class specification for Executive Officer, Civil Service Commission (Proposition "L"; November 2, 1993 Ballot).
(Calendar Item No. 7)

November 15, 1993: Calendar for action on December 6, 1993.

Action: Adopt staff report as amended.

1. Establish Class 1285 Executive Officer, Civil Service Commission, as a result of Proposition "L". Draft class specification as detailed in the staff report.
2. Abolish Class 1284 Assistant Secretary, Civil Service Commission when Class 1285 Executive Officer, is legislatively established.
3. Grant status to permanent incumbent in Class 1284 to Class 1285 by action of the voters per passage of Proposition "L".
4. All foregoing actions to be effective upon the effective date of Proposition "L" (December 6, 1993).

CLASSIFICATION MATTERS (cont.)

1151-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------------------|---|
| 338-93/94 | Airport | Don Shoecraft dba MTK Publications/Communications |
| 339-93/94 | Airport | KCA Engineers, Inc. |
| 340-93/94 | Airport | Carbone Smolan Associates |
| 341-93/94 | Airport | Geotechnical Consultants, Inc. |
| 342-93/94 | Art Commission | Jaap Bongers |
| 343-93/94 | Art Commission | Elizabeth Saltos |
| 344-93/94 | Art Commission | Alice Aycock |
| 345-93/94 | Art Commission | Ann Chamberlain |
| 346-93/94 | Art Commission | Arthur Gonzalez |
| 347-93/94 | Art Commission | Su-Chen Hung |
| 348-93/94 | Board of Supervisors | S.F. Community Television Corp. |
| 349-93/94 | Civil Service Commission | Sam Kaner, Ph.D. |
| 350-93/94 | Commission on Status of Women | Merrick T. Tossein Associates |
| 351-93/94 | Human Rights Commission | Project Sentinel |
| 352-93/94 | Human Rights Commission | New College of California |
| 353-93/94 | Mayor's Office | Children's Council of San Francisco |
| 354-93/94 | Mayor's Office | Wu Yee Children's Services |
| 355-93/94 | Mayor's Office | Ella Hill Hutch Community Center |
| 356-93/94 | Mayor's Office | Arriba Juntos |

CLASSIFICATION MATTERS (cont.)

1151-93
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|---|
| 357-93/94 | Mayor's Office | Community United Against Violence (CUAV) |
| 358-93/94 | Mayor's Office | Caheed, Inc. |
| 359-93/94 | Mayor's Office | Bernal Heights Neighborhood Center (BHNC) |
| 360-93/94 | Mayor's Office | Jewish Vocational and Career Counseling Service (JVS) |
| 361-93/94 | Mayor's Office | Wajumbe Cultural Institute, Inc. |
| 362-93/94 | Mayor's Office | Chinatown Youth Center |
| 363-93/94 | Mayor's Office | Ocean-Ingleside-Merced Pilgrim Community Center |
| 364-93/94 | Mayor's Office | Japanese Community Youth Council (JCYC) |
| 365-93/94 | Port | To Be Determined |
| 366-93/94 | Port | Perretti & Park Pictures |
| 367-93/94 | Public Utilities Commission | EIP Associates |
| 368-93/94 | Public Utilities Commission | Ronald Yoshiyama |
| 369-93/94 | Public Works | Fiberglass Structural Engineering |
| 370-93/94 | Public Works | To Be Determined |
| 371-93/94 | Public Works | Geraghty & Miller, Inc. |
| 372-93/94 | Purchasing | Mardave Compu, Inc. |
| 373-93/94 | Sheriff | Anita De Frantz, Ph.D. |
| 374-93/94 | Sheriff | Arlene Hamilton |
| 375-93/94 | Sheriff | Linda Connelly & Assoc. (LCA) |

CLASSIFICATION MATTERS (cont.)

| <u>1151-93</u> (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------------------|---------------|-------------------|---|
| | 376-93/94 | Public Health | Stop AIDS Project |
| | 377-93/94 | Public Health | University of California, S.F., School of Medicine |
| | 378-93/94 | Social Services | Family Support Services of the Bay Area (RESPITE) |
| | 379-93/94 | Social Services | Family Support Services of the Bay Area (RESPITE) |
| | 381-93/94 | Assessor | To Be Determined |

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

| | | |
|-----------|---------------|---|
| 380-93/94 | Public Health | Alameda County Health Care Services Agency |
|-----------|---------------|---|

Action:

1. Contract Number 365-93/94 off calendar at the request of the Port Commission.
2. Contract Number 367-93/94 over to the meeting of January 3, 1994 at the request of the Public Utilities Commission.
3. Contracts Numbers 342-93/94; 343-93/94; and 346-93/94 over to the meeting of January 3, 1994 by Commission action.
4. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

1153-93 Report of investigation of one (1) position in Class 1658 Chief Accountant at San Francisco General Hospital Medical Center, (SFHMC). (Calendar Item No. 6)

Action: Over to the meeting of January 3, 1994 at the request of staff.

COMPENSATION MATTERS

2243-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 5)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Doris Lee 9770 Community Development Assistant | Mayor's Office | 2 | 2 |
| Doris Thomas 9775 Senior Community Development Specialist II | Mayor's Office | 2 | 2 |
| Jean Harris 1371 Special Assistant XII | Public Health | 5 | 5 |

November 15, 1993: 1. Request for Doris Lee and Doris Thomas over to the meeting of December 6, 1993 by Commission action to enable staff to provide additional information.

2. Request for Jean Harris over to the meeting of December 6, 1993 by Commission action; staff directed to investigate allegations of misrepresentation of credentials.

Action: 1. Matter regarding Jean Harris off calendar.
2. Adopt staff report on remaining matters.

2255-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance and/or Memorandum of Understanding Article III, Section 5 of the Agreement between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, (IFPTE) Local 21, AFL-CIO. (Calendar Item No. E)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

2256-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| Kathleen Hennessey 1365 Special Assistant VI | CAO | 5 | 5 |
| Michael Martin 1369 Special Assistant X | Mayor | 2 | 2 |

Action: Adopt staff report (On the matter regarding Kathleen Hennessey: Vote of 3 to 2 (Commissioner Kosturos and Rios dissenting)).

EXAMINATION MATTERS

3296-93 Appeal of staff's denial of protest regarding the oral/performance examination for Class 290 Deputy Clerk, Municipal Court. (Calendar Item No. 12)

Action: Adopt staff report; deny appeal of Amrik Singh Clair.

3297-93 Appeal of staff's denial of protest regarding the oral/performance examination for Class 290 Deputy Clerk, Municipal Court. (Calendar Item No. 13)

Action: Adopt staff report; deny appeal of Karen Liu.

3690-93 Appeal of background rejection for Class H2 Firefighter by Lawrence L. Powell. (Calendar Item No. J)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

Action: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

3692-93 Appeal of background rejection for Class H2 Firefighter by Kathleen O'Reilly. (Calendar Item No. K)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

Action: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.

IN-SERVICE MATTERS

6017-93 Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. 8)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

August 16, 1993: Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

November 1, 1993: Over to the meeting of December 6, 1993 at the request of Local 790.

Action: Over to the meeting of February 7, 1994 at the request of Local 790.

IN-SERVICE MATTERS (cont.)

6680-93 Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialities. (Calendar Item No. 9)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

November 15, 1993: Over to the meeting of December 6, 1993 due to split vote (vote of 2 to 2).

Action: Over to the meeting of January 3, 1994 at the request of staff.

6856-93 Request of Romeo Nicasio for employment rights in Class 1650 Accountant following layoff from a position in Class 1652 Senior Accountant. (Calendar Item No. F)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of Local 21.

Action: Adopt staff report. Deem Class 1652 Senior Accountant as promotive for layoff purposes from Class 1650 Accountant.

6910-93 Status Rights for Danilo Arcenal, David Fok and Richard Nishiki-Finley in Class 2471 Water Quality Chemist, Department of Public Works. (Calendar Item No. H)

Action: Adopt staff report. Grant permanent status to Danilo Arcenal, David Fok and Richard Nishiki-Finley in Class 2471 Water Quality Chemist, Department of Public Works, subject to serving a six month probationary period.

6913-93 Request to designate Class 1688 Chief Auditor as promotive for layoff purposes. (Calendar Item No. G)

Action: Adopt staff report; designate Class 1688 Chief Auditor as promotive for layoff purposes.

IN-SERVICE MATTERS (cont.)

6918-93 Appeal of the decision of the General Manager, Personnel by Theodore Streleski to deny his claim of discrimination under Civil Service Commission Rule 1, Section 1.03(A), for his non-selection for employment with the City and County of San Francisco. (Calendar Item No. 10)

Action: Adopt staff report; deny appeal of Theodore Streleski; sustain the decision of the General Manager, Personnel.

6919-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. 1)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6923-93 Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot). (Calendar Item No. 11)

Action: Post for adoption at a Special Meeting on December 15, 1993.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 6, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

DISMISSAL OF PERMANENT EMPLOYEE

Carol Hochstatter, 1929 Parts Storekeeper, 17/E-1, Public Utilities Commission, San Francisco Municipal Railway, 9/5/93.
(Calendar Item No. 16)

Action: Over to the meeting of January 3, 1994 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Paloma A. Lyell, 2322 Head Nurse, 7/CPE-43, Department of Public Health, Laguna Honda Hospital, 10/28/93. (Calendar Item No. 17)

Action: Over to the meeting of February 7, 1994 at the request of Local 856.

DISMISSAL OF PERMANENT EMPLOYEE

Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92. (Calendar Item No. 15)

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of September 20, 1993 at Mr. Willis' request.

September 20, 1993: Over to the meeting of December 6, 1993 at Mr. Willis' request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Works.

GENERAL MANAGER'S REPORT. (Calendar Item No. 18)

- A. Reorganization/Implementation of Proposition L.
- B. Update on Certification Rule.
- C. Department of Social Services Investigation.

Reported presented.

REQUESTS TO SPEAK. (Calendar Item No. 19)

None.

ADJOURNMENT. (Calendar Item No. 20)

Time of Adjournment: 5:35 p.m.

In memory of George J. Grubb, former General Manager, Personnel (November 14, 1958 to December 14, 1971), who recently died in Hawaii at the age of 77.

In memory of Glenda Skiffer, Planner V, Department of City Planning, who died on November 23, 1993.

In memory of all persons who lost their lives in defense of the United States of America during World War II.



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CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

MINUTES OF MEETING

SPECIAL MEETING OF WEDNESDAY, DECEMBER 15, 1993

DOCUMENTS DEPT.

DEC 22 1993

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TIME AND PLACE: 4 p.m., ROOM 52-A (BASEMENT) CITY HALL

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson

Excused: Commissioner Juan Rios
Commissioner Emi R. Uyehara

Commissioner A. Lee Munson presided as Chair Pro Tempore.

Time Meeting Convened: 4:15 p.m.

COMPENSATION MATTERS

2272-93 Appeal of staff's dismissal of Election Petition 6-DP-92/93-9.
(Calendar Item No. 3)

Action: Adopt staff report; deny appeal of Michael Frudakis;
sustain the decision of the General Manager, Personnel.
(Vote of 3 to 0).

SPEAKERS

Staff: Janet Rogers
Pro: Michael Frudakis
Con: Stewart Weinberg

MEMBERS OF THE COMMISSION

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer



EXAMINATION MATTERS

3675-93 Reconsideration of Civil Service Commission action of November 1, 1993:

Request to issue Classes 2913 Program Specialist and 2915 Program Specialist Supervisor announcements on a promotive basis only. (Calendar Item No. 1)

September 20, 1993: Off calendar at the request of Department of Social Services.

November 1, 1993: Adopt staff report as amended to reflect the Commission's intention to announce these examinations on a Citywide basis.

1. Issue announcement for Class 2913 Program Specialist on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2908 Hospital Eligibility Worker, 2907 Eligibility Worker Supervisor, 2910 Social Worker and 2912 Senior Social Worker, who also meet specified minimum qualifications.
2. Issue announcement for Class 2915 Program Specialist Supervisor on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2911 Appeals Specialist and 2907 Eligibility Worker Supervisor, who also meet specified minimum qualifications.

Action: Rescind action of November 1, 1993; take the following action:

1. Reissue announcement for Class 2913 Program Specialist on a promotive basis only for current employees of the City and County of San Francisco who also meet specified minimum qualifications.
2. Reissue announcement for Class 2915 Program Specialist Supervisor on a promotive basis only for current employees of the City and County of San Francisco who otherwise meet specified minimum qualifications. (Vote of 3 to 0).

SPEAKERS

Pro: Mary Smith

Con: Kay Walker, Local 535

IN-SERVICE MATTERS

6923-93 Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot).
(Calendar Item No. 2)

December 6, 1993: Post for adoption at the Special Meeting of December 15, 1993.

Action: Adopt except for Rule 21; Rule 21 over to the meeting of January 3, 1994. (Vote of 3 to 0). Adopted Rules to be effective on January 3, 1994.

SPEAKERS

No Speakers.

ADJOURNMENT.

Time of Adjournment: 4:40 p.m.

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